

# **FSA**

## **HANDBOOK**

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# Price Support Commodity Loan Processing System Automation for 2015 and Subsequent Years

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To access the transmittal page click on the short reference

For State and County Offices

SHORT REFERENCE

16-PS  
(Rev. 1)

UNITED STATES DEPARTMENT OF AGRICULTURE  
Farm Service Agency  
Washington, DC 20250



**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

<b>Price Support Commodity Loan Processing System Automation for 2015 and Subsequent Years 16-PS (Revision 1)</b>	<b>Amendment 5</b>
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**Approved by:** Deputy Administrator, Farm Programs



**Amendment Transmittal**

**A Background**

The 2018 Farm Bill removed the payment limitation rules for 2019 and subsequent years for MAL's. Payment limitation no longer applies.

Enhancements to the CLPS application allow users to validate the warehouse receipts at the time of loan making. For a receipt to be accepted for loan, the receipt is to be valid and include all required information.

**B Reasons for Amendment**

Subparagraph 104:

- B has been amended to update the Commodity Information Screen
- C has been amended to update the descriptions and actions for warehouse search options.

Subparagraph 107:

- B has been amended to update the Storage Information Screen
- C has been amended to:
  - update the descriptions and actions for warehouse receipts
  - remove the reference to payment limitation for market price and commodity certificate repayments.

Subparagraph 803:

- B has been amended to update the Forfeiture Details Screen
- C has been amended to update the table for forfeiture details.

## **Amendment Transmittal (Continued)**

### **B Reasons for Amendment (Continued)**

Subparagraphs 904:

- B has been amended to update the Farm to Warehouse Storage Information Screen
- C has been amended to update the field descriptions and actions for the Warehouse Storage Information Screen.

<b>Page Control Chart</b>		
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## Part 1 General Information

### 1 Purpose

#### A Handbook Purpose

This handbook provides automation procedure to State and County Offices for administering commodity loans using CLPS for 2015 and subsequent crop years.

#### B Responsibilities

PECD has the responsibility for the instructions in this handbook.

#### C Related Handbooks

FSA handbooks related to commodity loans are listed in this table.

IF the area of concern is about...	THEN see...
payment eligibility, payment limitation and average adjusted gross income	5-PL
appeals	1-APP.
approved abbreviations, signatures, and authorizations	1-CM.
audits and investigations	9-AO.
conservation compliance	6-CP.
commodity data specific to wheat, feed grains and oilseeds	2-LP Grains and Oilseeds.
CMA's, DMA's, and LSA's	1-CMA.
cotton	7-CN, 21-CN.
disbursing lien search and UCC-1 recording fees	1-FI.
document retention period	32-AS.
establishing claims	58-FI.
interest rates	50-FI.
IRS reporting	62-FI.
loan and LDP provisions for cotton	7-CN.
loan and LDP provisions for honey	2-LP Honey.
loan and LDP provisions for peanuts	2-LP Peanuts.
loan and LDP provisions for rice	2-LP Rice.
loan and LDP provisions for 2008 and subsequent years	8-LP.
LDP automation	15-PS.
receipt payments and deposits	64-FI.
prompt payment	61-FI.
web-based subsidiary files for 2009 and subsequent years	3-PL.

## 2 Responsibilities

### A Background

The responsibilities for loan functions described in this paragraph are in addition to the responsibilities in 7-CN, 21-CN, applicable 2-LP, 8-LP, 15-PS, and 10-SU.

### B Office Responsibilities

The following describes the responsibilities of each office for loan activity.

Office	Responsibilities
PECD	<ul style="list-style-type: none"> <li>Implement web-based processes to support LDP functions in State and County Offices.</li> <li>Provide procedural assistance to State Offices on data entry requirements and software operations.</li> </ul>
PSD	<ul style="list-style-type: none"> <li>Provide program MAL and LDP policies for administering and delivering price support programs.</li> </ul>
State Offices	<ul style="list-style-type: none"> <li>Provide application training to County Offices.</li> <li>Provide procedural assistance to County Offices on data entry requirements and software operations.</li> </ul>
KC-ITSD and KCCO	<ul style="list-style-type: none"> <li>Provide technical assistance to State and County Offices on nonprogram-related problems.</li> <li>Assist in correcting inventory data received from County Offices.</li> </ul>

## 3 Background and Functionality

### A Background

CLPS is a web-based service that provides a means of farm program delivery to FSA customers (producers) and County Offices to file an application for marketing assistance and sugar loans. After the loan application and payment information is submitted, the payment is automatically routed to NPS for processing.

### B Functionality

Follow the instructions in this handbook when using CLPS to accomplish automated functions for the following activities:

- loan making
- loan servicing
- corrections.

## 4-19 (Reserved)



## Part 2 Administrative Functions

### 20 Requirements for Loan Making

#### A Requirements

Before a loan can be entered into CLPS the following are required:

- completed and certified FSA-578 filed for the specified crop and crop year
- COC maximum yield and allocated percentage established according to 15-PS
- customer profile created for the specified crop and crop year according to 15-PS
- appropriate boards and entities associated with the county loaded in Business Partner
- CCC-10 on file for producer.

**Note:** The County Office cannot create the profile until CCC-10 is filed.

#### B State Office Security Roles

State Office users **must** request access using FSA-13-A with a State role of “app.fsa.clps.stateadmin”.

#### C County Office Security Roles

County Office users automatically have access to CLPS based on their County Office assignments.

### 21 Associating Boards and Payment Entities in MIDAS CRM-Business Partner

#### A Overview

All counties that disburse loans **must** associate the “FSA & NRCS & RD Administrative Office & USDA ARS” payment entity to their respective County Office.

**Important:** Payments will fail if this entity is **not** associated to the county making the payment.

**Note:** This is a one-time function and may be done at the State Office.

#### B Action

From the FSA Applications Screen:

- CLICK “**G-O**”
- CLICK “**MIDAS–Modernize and Innovate the Delivery of Agricultural Systems**”
- CLICK “**Log In LincPass (PIV)**” and enter PIV pin, or enter user ID and password
- CLICK “**Login**”, to display the MIDAS portal
- CLICK “**CRM@FSA**”.

## 21 Associating Boards and Payment Entities in MIDAS CRM-Business Partner (Continued)

### B Action (Continued)

From the CRM@FSA Screen:

- CLICK “**Business Partner**”
- CLICK “**Search Customers/Contacts**”
- in the “BP Number ID” field, ENTER “**8011240692**”
- CLICK “**Search**”
- in the results list, CLICK “**FSA & NRCS & RD Administrative Office & USDA ARS**”
- in the “Address Assignment” block, add the County Office address and ensure that the address type of “Mailing” is selected
- in the “Program Participation Assignment” block, add the County Office
- in the “Associated County Assignment” block, add the County Office and ensure that the County Office address that was added to the Business Partner record is attached.

## 22 Research, Promotion, Marketing, and Assessment Boards

### A Overview

Research, promotion, marketing, and assessment boards are in Business Partner and **must** have program participation associated to their respective County Offices **before** processing loans associated with an assessment.

### B Action

From the FSA Applications Screen:

- CLICK “**G-O**”
- CLICK “**MIDAS–Modernize and Innovate the Delivery of Agricultural Systems**”
- CLICK “**Log In LincPass (PIV)**” to display the MIDAS portal
- CLICK “**CRM@FSA**”.

## 22 Research, Promotion, Marketing, and Assessment Boards (Continued)

### B Action (Continued)

From the CRM@FSA Screen:

- CLICK “**Business Partner**”
- CLICK “**Search Customers/Contacts**”
- in the “BP ID” field, from the list in Exhibit 6, enter Business Partner ID
- CLICK “**Search**”
- in the results list, click the board name
- in the “Program Participation Assignment” block, add the County Office
- in the “Associated County Assignment” block, add the County Office and ensure that the County Office address that was added to the Business Partner record is attached.

**Important:** Do **not** change the address of the assessment boards listed in Exhibit 6.

## 23 Associating Remitters for Loan Repayments

### A Overview

Remitters refer to who is repaying the loan. When the remitter is not the producer, the remitters must be associated to their respective County Offices **before** processing the repayment.

**Note:** When the remitter does not have a CCID, County Offices must use the “FSA & NRCS & RD Administrative Office & USDA ARS” ID **8011240692** to process repayments.

### B Action

From the FSA Applications Screen:

- CLICK “**G-O**”
- CLICK “**MIDAS–Modernize and Innovate the Delivery of Agricultural Systems**”
- CLICK “**Log In LincPass (PIV)**” to display the MIDAS portal
- CLICK “**CRM@FSA**” .

## 23 Associating Remitters for Loan Repayments (Continued)

### B Action (Continued)

From the CRM@FSA Screen:

- CLICK “**Business Partner**”
- CLICK “**Search Customers/Contacts**”
- in the “BP ID” field, enter Business Partner ID from Exhibit 6
- CLICK “**Search**”
- in the results list, click the board
- in the “Program Participation Assignment” block, add the County Office
- in the “Associated County Assignment” block, add the County Office and ensure that the County Office address that was added to the Business Partner record is attached.

## 24 Software Issues vs System Failures

### A Overview

Software issues in CLPS can result from either a:

- system defect
- network issue between other systems
- human error.

These situations result in an error message displayed on the screen.

System failures in CLPS occur when the screen either:

- displays “Page not found”
- times out.

## 24 Software Issues vs System Failures (Continued)

### B County Office Action

When a software issue occurs:

- report the issue to their State Office specialist
- do **not** report the issue using “Remedy”.

When a system failure occurs:

- report the issue using “Remedy” from the FSA Intranet website
- notify the State Office specialist of the issue.

### C State Office Action

When notified of a:

- software issue, record the issue to the following PECD SharePoint website  
**[https://sharepoint.fsa.usda.net/mgr/dafp/PECD/Payment\\_Issues/Lists/Loans%20and%20LDP%20Payment%20Problems/AllItems.aspx](https://sharepoint.fsa.usda.net/mgr/dafp/PECD/Payment_Issues/Lists/Loans%20and%20LDP%20Payment%20Problems/AllItems.aspx)**
- system failure, notify the applicable national office contact along with the remedy ticket number.

25-49 (Reserved)



## Part 3 Commodity Loan Processing System

### 50 Accessing CLPS

#### A Overview

All loan functions:

- are within the web-based CLPS system
- can only be updated by FSA employees with Level II eAuthentication access.

**Note:** For multi-county offices, make certain to select the applicable county.

#### B Example of the Select Administrative County Screen for County Office Users

Following is an example of the Select Administrative Screen for County Office users.

USDA United States Department of Agriculture  
Farm Service Agency

Commodity Loan Processing System (CLPS)

CLPS Home About CLPS Help Contact Us Exit CLPS Logout of eAuth

**CLPS Menu**  
Welcome  
Role: County User  
**Options**  
Select State & County  
Loan Making  
Search Loans  
New Loan  
New Sugar Loan  
New CMA Loan  
New DMA Loan  
**Reports**  
Reports  
**Blank Forms**  
Forms

**Select Administrative County**

**State and County**

Select the Producer's State and County.

\*State/County:

## 50 Accessing CLPS (Continued)

**C Action**

Access CLPS from the FSA Applications Screen at <http://intranet.fsa.usda.gov/fsa/applications.asp>.

From the FSA Applications Screen:

- CLICK “**G-O**”
- CLICK “**MAL CLPS Commodity Loan Processing System**”
- CLICK “**Log In LincPass (PIV)**” to display the Select Administrative County Screen.

On the Select Administrative County Screen for County Office users:

- using the “State/County” drop-down list, select the county
- CLICK “**Continue**” to display the Search Loans Screen.

**D Example of the Select Administrative County Screen for State Office Users**

Following is an example of the Select Administrative Screen for State Office users.

**E Action**

On the Select Administrative County Screen for State Office users:

- using the “State” drop-down list, select the State
- using the “County” drop-down list, select the county
- CLICK “**Continue**” to display the Search Loans Screen.



## 51 Search Loans Screen

### A Overview

The Search Loans Screen is the starting point for selecting producers or loans to process loans.

### B Example of the Search Loans Screen

Following is an example of the Search Loans Screen.

The screenshot shows the 'Search Loans' screen of the Commodity Loan Processing System (CLPS). The header includes the USDA logo, 'United States Department of Agriculture', 'Farm Service Agency', and 'Commodity Loan Processing System (CLPS)'. A navigation bar contains links: 'CLPS Home', 'About CLPS', 'Help', 'Contact Us', 'Exit CLPS', and 'Logout of eAuth'. On the left is a 'CLPS Menu' with options: 'Welcome', 'Role: County User', 'Options', 'Select State & County', 'Loan Making', 'Search Loans', 'New Loan', 'New Sugar Loan', 'New CMA Loan', 'New DMA Loan', 'Reports', 'Reports', 'Blank Forms', and 'Forms'. The main content area is titled 'Search Loans' and shows 'State: NORTH CAROLINA' and 'County: NORTHAMPTON'. Below this is a 'Search' section with a 'Crop Year' dropdown set to '2016', radio buttons for 'Producer' and 'Loan Number' (the latter is selected), and a text input field. A 'Search' button is at the bottom right of the search section.

### C Field Descriptions and Actions for Search Loans Screen

The following table provides the field descriptions and actions for the Search Loans Screen.

Field/Button	Description	Action
State	Displays the state of the producer.	
County	Displays the county of the producer.	
Crop Year	The crop year of the loan. <b>Note:</b> The current crop year is defaulted.	Using the “Crop Year” drop-down, select the applicable crop year.
Producer	Allows the user to search loans for a specific producer.  “Producer” is the default search option.	CLICK “ <b>Producer</b> ” to select a specific producer.

## 51 Search Loans Screen (Continued)

## C Field Descriptions and Actions for Search Loan Screen (Continued)

Field/Button	Description	Action
Loan Number	Allows the user to search loans based on loan number(s) return for the entire crop year	<p>CLICK <b>“Loan Number”</b> to search for a loan(s).</p> <p>Leave the loan number field blank to return all loans in the county.</p> <p>Enter a specific loan number to return a specific loan.</p>
Search		CLICK <b>“Search”</b> to search for a producer or applicable loans.

## 52 Search Results Screen

## A Overview

The Search Results Screen displays all crop year loans for either:

- a single producer
- all loans in the county.

## 52 Search Results Screen (Continued)

## B Example of the Search Results Screen

Following is an example of the Search Results Screen for all loans in a county.

Search Results				
State: MARYLAND			County: BALTIMORE	
<input type="button" value="New Loan"/>				
Search Results				
Crop Year: 2016		Loan Number: All		
Status: <input type="text" value="All"/>				
Loan #	Primary Contact	Commodity	Loan Type	Status
10001	IM FARMER	WHEAT - SRW	Farm Stored	Fully Repaid
Qty: 54,000 BU		Amt: \$135,000.00		<a href="#">Print</a> <a href="#">View</a> <a href="#">Service</a>
10002	IN FAMRER LLP	CORN - YC	Farm Stored	Disbursed
Qty: 300,000 BU		Amt: \$633,000.00		<a href="#">Print</a> <a href="#">View</a> <a href="#">Service</a>
10003	IM FARMER INC	SOYA - YSB	Farm Stored	Disbursed
Qty: 50,000 BU		Amt: \$256,000.00		<a href="#">Print</a> <a href="#">View</a> <a href="#">Service</a>
<input type="button" value="New Loan"/> <input type="button" value="Cancel"/>				

## 52 Search Results Screen (Continued)

## C Field Descriptions and Actions for Search Results Screen

The following table provides the field descriptions and actions for the Search Results Screen.

Field/Button	Description	Action
New Loan	Allows the user to create a new loan.	CLICK “ <b>New Loan</b> ” to create a new loan.
Crop Year	Displays the crop year of the loan.	
Loan Number	Displays the loan number.	
Status	Displays the status of the loan.	
Primary Contact	Displays the primary producer on the loan.	
Commodity	Displays the commodity and type.	
Loan Type	Indicates whether the loan is for a: <ul style="list-style-type: none"> <li>• farm-stored</li> <li>• warehouse-stored.</li> </ul>	
Status	Displays the status of the loan.	
Qty	Displays the quantity and unit of measure of the loan.	
Amt	Displays the dollar amount of the loan.	
Print		CLICK “ <b>Print</b> ” to print the loan summary.
View		CLICK “ <b>View</b> ” to view the Loan Summary Screen.
Service	Allows users to perform loan servicing transactions for loans that are: <ul style="list-style-type: none"> <li>• disbursed</li> <li>• fully repaid</li> <li>• cancelled.</li> </ul>	CLICK “ <b>Service</b> ” to process loan servicing transactions.
Cancel		CLICK “ <b>Cancel</b> ” to cancel the process and return to the Search Results Screen.

53-99 (Reserved)

**Part 4 Loan Making****Section 1 Creating New Loans****100 General Information****A Farm-Stored and Warehouse-Stored Loans**

Producers requests farm-stored or warehouse-stored loans using a CCC-666 Commodity Loan Request or other commodity specific form according to 8-LP. Information from the applicable form is entered in CLPS.

All warehouse receipts **must** be verified for accuracy **before** loan is entered into CLPS.

**Note:** Commodity specific warehouse validation worksheets have been developed for County Offices. Users will need to download the worksheet from the DAFP intranet site at <https://inside.fsa.usda.gov/program-areas/dafp/commodity-and-facility-loans/commodity-loans/mal/index> .

If the warehouse receipt is not accurate according to applicable 2-LP handbook, the warehouse receipt **must** be returned to the warehouse for correction. County Offices are not authorized to alter the warehouse receipt.

**B Farm-Stored In Processed Sugar Loans**

Sugar processors requesting farm-stored in-process sugar loans for their affiliated sugar producers **must** provide the following information:

- sugar processor information
- type and/or class of sugar
- quantity offered as loan collateral
- storage information.

**C Warehouse-Stored Raw or Refined Sugar Loans**

Sugar loan processors requesting warehouse-stored sugar loans for their affiliated sugar producers **must** provide the following information:

- sugar processor information
- warehouse receipt data.

**100 General Information (Continued)****D Commodity Certificate Exchange Turn-Around Loans**

Producers requesting CCE turn-around loans **must**:

- provide the required documentation according to 8-LP
- purchase a commodity certificate for immediate exchange for the entire loan quantity on the same day.

**E Action**

County Offices must:

- verify all information has been submitted for the eligible commodity according to 8-LP
- access CLPS according to paragraph 50.
- CLICK “**New Loan**” from the left navigation. The Producer Information Screen will be displayed.

**101 Producer Information Screen****A Overview**

The Producer Information Screen allows the user to select the:

- producer(s)
- loan type
- crop year
- application date.

This screen also allows the user to select additional producers in the case when the application is for an informal joint venture.

**Note:** An informal joint venture is an operation of more than one individuals each using their own individual tax identification numbers and share in the commodity.

## 101 Producer Information Screen (Continued)

**B Example of Producer Information Screen Before Producer Selected**

Following is an example of the Producer Information Screen **before** a producer has been selected.

**Producer Information**

**Status:**  
**State:** NEBRASKA  
**Loan Number:**  
**Commodity:**  
**Contact:**

**Producer Type:** PRODUCER  
**County:** CHASE  
**Crop Year:**  
**Loan Type:**

---

**Loan Type**

☒ New Loan  
☐ Repledged Loan      Original Loan Number:

Crop Year: 2016 ▼

\*Loan Application Date: 02/27/2017

**C Field Descriptions and Actions for Producer Information Screen**

The following table provides the field descriptions and actions for the Producer Information Screen for a farm-stored loan.

Field/Button	Description	Action
<b>Header Information</b>		
Status	Displays the status of the loan. This field is blank until the loan application has been saved.  <b>Note:</b> See Exhibit 10 for a list of loan statuses.	
Producer Type	Indicates whether the loan is for a producer, DMA or CMA.	
State	Displays the state of the producer.	
County	Displays the county of the producer.	

## 101 Producer Information Screen (Continued)

## C Field Descriptions and Actions for Producer Information Screen (Continued)

Field/Button	Description	Action
Loan Number	Displays the loan number. This field is blank until the loan application has been saved.	
Crop Year	Displays the crop year. This field is blank until the loan application has been saved.	
Commodity	Displays the commodity. This is blank until the commodity type has been selected.	
Loan Type	Displays the loan type as either farm-stored or warehouse-stored. This field is blank until the loan type has been selected.	
Contact	Displays the primary contact for the loan.	
Loan Type		
Loan Type	<p>The loan type.</p> <p><b>Note:</b> See 8-LP for policy for replledged loans.</p>	<p>CLICK:</p> <ul style="list-style-type: none"><li>• <b>“New Loan”</b> for a new loan request</li><li>• <b>“Repledged loan”</b> for a replledged loan.</li></ul>
Original Loan Number	Repledged loans maintain the same maturity date as the original loan. The original loan number is required for replledged loans.	Enter the original loan number when the loan is replledged.
Crop Year	<p>The crop year of the loan.</p> <p>The current year is defaulted.</p>	Using the “Crop Year” drop-down select the crop year.
Loan Application Date	<p>The date the loan application form was received by the County Office. The current date is defaulted.</p> <p>For cotton and peanuts the loan application date is the later of:</p> <ul style="list-style-type: none"><li>• receipt of signed cotton A-5 (for cotton)</li><li>• CCC became holder</li><li>• warehouse receipt delivered to County Office</li></ul> <p><b>Note:</b> The correct form must be completed according to 8-LP, 7 CN, applicable 2-LP’s, or 10-SU.</p>	<p>Enter date by either:</p> <ul style="list-style-type: none"><li>• entering the date in the “mm/dd/yyyy” format</li><li>• clicking “Calendar” icon.</li></ul>



**101 Producer Information Screen (Continued)****C Field Descriptions and Actions for Producer Information Screen (Continued)**

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
Add Producer		CLICK “ <b>Add Producer</b> ” to add the producer.  Select the producer using the SCIMS Search Page.
Cancel		CLICK “ <b>Cancel</b> ” to cancel the loan process and return to the Search Results Screen.

**102 Producer Information Screen After Producer(s) Selected****A Overview**


After the producer has been selected, the Producer Information Screen is redisplayed allowing the user to either:

- enter the share percentage of the loan
- add additional producers to the loan.

## 102 Producer Information Screen After Producer(s) Selected (Continued)

## B Example of Producer Information Screen After Producer(s) Selected

Following is an example of the Producer Information Screen after producer has been selected.

Producer Information			
<b>Status:</b>		<b>Producer Type:</b>	PRODUCER
<b>State:</b>	KANSAS	<b>County:</b>	CRAWFORD
<b>Loan Number:</b>		<b>Crop Year:</b>	2016
<b>Commodity:</b>		<b>Loan Type:</b>	
<b>Contact:</b>			
<hr/>			
<b>Loan Type</b>			
<input checked="" type="radio"/> New Loan			
<input type="radio"/> Repledged Loan			
		Original Loan Number:	<input type="text"/>
*Loan Application Date: <input type="text" value="12/30/2016"/> 			
Producer	Share (%)	Primary Contact	Action
IM FARMER	100.00	<input checked="" type="radio"/>	<a href="#">Delete</a>
<input type="button" value="Add Producer"/>			
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>			

## 102 Producer Information Screen After Producer(s) Selected (Continued)

**C Field Descriptions and Actions for Producer Information Screen After Producer(s) Selected**

The following table provides the **additional** field descriptions and actions for the Producer Information Screen for a farm-stored loan after a producer has been selected.

Field/Button	Description	Action
Producer	Displays the name of the producer selected.	
Share	The producer's share percentage of the loan.	Enter 100.00 for a single producer loan.  Enter applicable share for multiple producer loan.
Primary Contact	Indicates which producer is the primary contact.  <b>Note:</b> Radio button is automatically selected for a single producer loan.	CLICK " <b>Primary Contact</b> " radio button for multiple producer loans.
Action	Allows the user to delete a producer.	CLICK " <b>Delete</b> " to delete a producer.
Add Producer		CLICK " <b>Add Producer</b> " to add additional producers.
Continue		CLICK " <b>Continue</b> " to proceed to the next screen.
Cancel		CLICK " <b>Cancel</b> " to cancel the process and return to the Search Results Screen.

## 102 Producer Information Screen After Producer(s) Selected (Continued)

### D Example of Producer Information Screen After Multiple Producers Selected

Following is an example of the Producer Information Screen after multiple producers have been selected.

**Producer Information**

**Status:**  
**State:** TEXAS  
**Loan Number:**  
**Commodity:**  
**Contact:**

**Producer Type:** PRODUCER  
**County:** DAWSON  
**Crop Year:** 2016  
**Loan Type:**

---

**Loan Type**

☒ New Loan  
☐ Repledged Loan

Original Loan Number:

---

**\*Loan Application Date:**

Producer	Share (%)	Primary Contact	Action
IM FARMER A	.00	<input type="radio"/>	<a href="#">Delete</a>
IM FARMER B	.00	<input checked="" type="radio"/>	<a href="#">Delete</a>

## 103 Commodity Information Screen for Farm-Stored Loan

### A Overview

The Commodity Information Screen allows the user to complete commodity information, which includes the following sections:

- Loan Type
- Commodity
- Conditions.

## 103 Commodity Information Screen for Farm Store Loan (Continued)

## B Example of Commodity Information Screen for Farm-Stored Loan

Following is an example of the Commodity Information Screen for a farm-stored loan.

Commodity Information	
<b>Status:</b>	<b>Producer Type:</b> PRODUCER
<b>State:</b> NEBRASKA	<b>County:</b> CHASE
<b>Loan Number:</b>	<b>Crop Year:</b> 2016
<b>Commodity:</b>	<b>Loan Type:</b>
<b>Contact:</b> IM Farmer	
<b>Loan Type</b>	
*Storage: <input type="radio"/> Warehouse <input checked="" type="radio"/> Farm *Funding Type: <input checked="" type="radio"/> Non-recourse <input type="radio"/> Recourse <input type="checkbox"/> Distress Loan	
<b>Commodity</b>	
*Commodity: <input type="text" value="&lt;Select Commodity&gt;"/> Class/Variety/Type: <input type="text" value="&lt;Select Class/Variety/Type&gt;"/> Unit of Measure:	
<b>Conditions</b>	
*Structure: <input type="radio"/> Measurable <input type="radio"/> Non-measurable Condition: <input type="text" value="None"/>	
<input type="button" value="Continue"/>	<input type="button" value="Back"/>
<input type="button" value="Cancel"/>	

## 103 Commodity Information Screen for Farm-Stored Loan (Continued)

**C Field Descriptions and Actions for Commodity Loan Screen for Farm-Stored Loan**

The following table provides the field descriptions and actions for the Commodity Information Screen for a farm-stored loan.

Field/Button	Description	Action
<b>Loan Type</b>		
Storage	The type of storage for the loan.	CLICK <b>“Farm”</b> for farm-stored loan.
Funding Type	The type of funding for the commodity.  <b>Note:</b> “Non-recourse” is defaulted.	CLICK: <ul style="list-style-type: none"> <li>• <b>“Non-recourse”</b> for a non-recourse loan</li> <li>• <b>“Recourse”</b> for a recourse loan.</li> </ul>
Distress Loan	Indicates if the loan is a distressed loan.  <b>Note:</b> Distress loans can only be selected when loan funding type is “Recourse”.	CLICK <b>“Distress Loan”</b> when the loan is distressed.
<b>Commodity</b>		
Commodity	The commodity being placed under loan.  <b>Note:</b> CLPS will only display eligible commodities based on the producer’s established customer profile.	Using the “Commodity” drop-down list, select the commodity.
Class/Variety/Type	The class/variety/type for the commodity.	Using the “Class/Variety/Type” drop-down list, select the class/variety/type.
Unit of Measure	Displays the unit of measure for the commodity.	
<b>Conditions</b>		
Structure	Indicates whether the structure can be measured.  When the funding type is “Non-Recourse”, this field defaults to “Measurable”.  For recourse loans, the user must select the applicable condition.	CLICK: <ul style="list-style-type: none"> <li>• <b>“Measurable”</b> for storage structure that can be measured</li> <li>• <b>“Non-Measurable”</b> for storage structure that <b>cannot</b> be measured.</li> </ul>

## 103 Commodity Information Screen for Farm-stored Loan (Continued)

## C Field Descriptions and Actions for Commodity Loan Screen for Farm-Stored Loan (Continued)

Field/Button	Description	Action
Condition	Indicates the condition for the loan: Users can select from any of the following conditions: <ul style="list-style-type: none"> <li>• None</li> <li>• Contaminated</li> <li>• Harvested other than grain</li> <li>• Low quality.</li> </ul> <b>Note:</b> “None” is defaulted.	Using the “Condition” drop-down list, select the applicable condition when condition is other than “None”.
Ear	When the commodity selected is “Corn”, this field is displayed.	CLICK “ <b>Ear</b> ” when the loan is for ear corn.
Continue		CLICK “ <b>Continue</b> ” to proceed to the next screen.
Back		CLICK “ <b>Back</b> ” to return to previous screen.
Cancel		CLICK “ <b>Cancel</b> ” to cancel the process and return to the Results Loans Screen.

## 104 Commodity Information Screen for Warehouse-Stored Loan

## A Overview

The Commodity Information Screen allows the user to complete the information from the CCC-666 Commodity Loan Request and warehouse receipt, which includes the following sections:

- Loan Type
- Commodity
- Warehouse
- Conditions.

## 104 Commodity Information Screen for Warehouse-Stored Loan (Continued)

## B Example of Commodity Information Screen for Warehouse-Stored Loan

Following is an example of the Commodity Information Screen for a warehouse-stored loan.

\*\_\_

Commodity Information	
<b>Status:</b>	<b>Producer Type:</b> PRODUCER
<b>State:</b> ARKANSAS	<b>County:</b> ASHLEY
<b>Loan Number:</b>	<b>Crop Year:</b> 2019
<b>Commodity:</b>	<b>Loan Type:</b>
<b>Contact:</b> IM Farmer	
<b>Loan Type</b>	
*Storage: <input checked="" type="radio"/> Warehouse	<input type="radio"/> Farm
*Funding Type: <input checked="" type="radio"/> Non-recourse	<input type="radio"/> Recourse
	<input type="checkbox"/> Distress Loan
<b>Commodity</b>	
*Commodity:	<Select Commodity> ▾
Class/Variety/Type:	<Select Class/Variety/Type> ▾
Subclass:	<Select Subclass> ▾
Unit of Measure:	
<b>Warehouse</b>	
Warehouse Search Option:	<Select Search Option> ▾
Enter Search Criteria:	<input type="text"/>
	Select Warehouse
*Warehouse Name:	<Location Name> ▾
Warehouse State:	
Warehouse County:	
<b>Conditions</b>	
*Structure:	<input type="radio"/> Measurable <input type="radio"/> Non-measurable
Condition:	None ▾
<input type="button" value="Continue"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/>	

--\*



## 104 Commodity Information Screen for Warehouse-Stored Loan (Continued)

**C Field Descriptions and Actions for Commodity Loan Screen for Warehouse-Stored Loan**

The following table provides the field descriptions and actions for the Commodity Information Screen for a warehouse-stored loan.

Field/Button	Description	Action
<b>Loan Type</b>		
Storage	The type of storage for the loan.	CLICK “Warehouse”.
Funding Type	The type of funding for the commodity.  “Non-recourse” is defaulted.	CLICK: <ul style="list-style-type: none"> <li>• “Non-recourse” for a non-recourse loan</li> <li>• “Recourse” for a recourse loan.</li> </ul>
Distress Loan	Indicates if the loan is a distressed loan.  <b>Note:</b> Warehouse-stored loans are not eligible for distressed loans.	
<b>Commodity</b>		
Commodity	The commodity being placed under loan.  <b>Note:</b> CLPS will only display eligible commodities based on the producer’s established customer profile.	Using the “Commodity” drop-down list, select the commodity.
Class/Variety/Type	The class/variety/type for the commodity.	Using the “Class/Variety/Type” drop-down list, select the class/variety/type.
Unit of Measure	Displays the unit of measure for the commodity.	
<b>Warehouse</b>		
*--Warehouse Search Options	Available search options for selecting warehouse.	Use the drop-down menu to select either of the following options: <ul style="list-style-type: none"> <li>• “Search by Warehouse Code”</li> <li>• “Search by Warehouse Name”</li> <li>• “Search Favorites”.--*</li> </ul>

## 104 Commodity Information Screen for Warehouse-Stored Loan (Continued)

## C Field Descriptions and Actions for Commodity Loan Screen for Warehouse-Stored Loan (Continued)

Field/Button	Description	Action
<b>Warehouse (Continued)</b>		
*--Enter Search Criteria	Freeform field to enter applicable warehouse search criteria.	Enter one of the following: <ul style="list-style-type: none"> <li>• warehouse code</li> <li>• warehouse name.</li> </ul>
Search for Warehouse		CLICK "Search for Warehouse".
Warehouse Name	Drop-down menu of search results.	Select warehouse that commodity is being transferred to.
Warehouse Address	Address of the selected warehouse.	
Warehouse City/State/Zip	City, State, and ZIP of the selected warehouse.	
Warehouse Phone	Phone number of the selected.--*	
<b>Conditions</b>		
Structure	Identifies if the structure can be measured.  <b>Note:</b> This field defaults to "Measurable".	
Condition	The warehouse receipt may note the condition of the commodity.  <b>Note:</b> "None" is defaulted.	Using the "Condition" drop-down list, select the applicable condition when condition is other than "None".
Continue		CLICK " <b>Continue</b> " to proceed to the next screen.
Back		CLICK " <b>Back</b> " to return to previous screen.
Cancel		CLICK " <b>Cancel</b> " to cancel the process and return to the Search Results Screen.

## 105 Farms Screen

### A Overview

The Farms Screen displays the farm number(s) from the producer's eLDP Customer profile for commodity selected on the Commodity Loan Screen.

Loans can be disbursed before the final crop reporting date. CLPS will display all farms where the producer has a share and all farms will be listed regardless if the farm has been fully certified.

**Important:** All cropland on a farm **must** be fully reported for any production from that farm to be eligible for MAL. Do **not** select a farm that will not be fully certified by the final crop reporting date.

County Offices **must** reduce all reasonable and allocated quantities on an ineligible farm to zero for the producer's customer profile according to 15-PS. Failure to do so will result in an improper disbursement.

### B Example of Farms Screen

Following is an example of the Farms Screen.

**Farms**

**Status:**

**State:** NEBRASKA

**Loan Number:**

**Commodity:** CORN - YC

**Contact:** IM Farmer

**Producer Type:** PRODUCER

**County:** CHASE

**Crop Year:** 2016

**Loan Type:** WAREHOUSE

**Farms**

Select	State	County	Farm
<input type="checkbox"/>	NE	CHASE	312
<input type="checkbox"/>	NE	CHASE	315
<input type="checkbox"/>	NE	CHASE	487
<input type="checkbox"/>	NE	CHASE	174
<input type="checkbox"/>	NE	CHASE	902
<input type="checkbox"/>	NE	CHASE	905
<input type="checkbox"/>	NE	CHASE	284

**105 Farms Screen (Continued)****C Action**

On the Farms Screen:

- CLICK the “**Select**” box next to the applicable farm numbers where the commodity was produced
- CLICK “**Continue**” to proceed to the next screen
- “**Back**” to return to previous screen
- “**Cancel**” cancel the process and return to the Search Results Screen.

**106 Storage Information Screen for Farm-Stored Loan****A Overview**

The Storage Information Screen allows users to enter storage information.

CLPS automatically:

- displays available quantity
- adds the quantity in each bin to the loan to determine the requested quantity
- subtracts the requested quantity from the available quantity.

**Note:** A message is displayed when the requested quantity exceeds the available quantity. Users will need to adjust the requested loan quantity before proceeding.

## 106 Storage Information Screen for Farm-Stored Loan (Continued)

## B Example of the Storage Information Screen for Farm-Stored Loan

Following is an example of the Storage Information Screen for a farm-stored loan.

**Storage Information**

**Status:**

**State:** KANSAS

**Loan Number:**

**Commodity:** CORN - YC

**Contact:** IM FARMER

**Producer Type:** PRODUCER

**County:** CRAWFORD

**Crop Year:** 2016

**Loan Type:** FARM

---

**Add Bin**
Bin Calculator

\*State:

\*County:

Farm Number:

\*Seal/Bin/Lot:

\*Quantity:  BU

Storage Location:

Add
Clear

---

**Bins**

State	County	Farm	Seal/ Bin/Lot	Quantity	Action
KS	CRAWFORD	1123	1	10,000 BU	<a href="#" style="color: blue; text-decoration: underline;">Edit</a>

**Available Quantity:**

**Requested Quantity:**

**11,967 BU**

**10,000 BU**

Save & Continue
Back
Cancel

## 106 Storage Information Screen for Farm-Stored Loan (Continued)

**C Field Descriptions and Actions for Storage Information Screen for Farm-Stored Loan**

The following table provides the field descriptions and actions for the Storage Information Screen for a farm-stored loan.

Field/Button	Description	Action
<b>Add Bin</b>		
State	The state where the bin is located.  <b>Note:</b> The state and county where the commodity is stored determines the loan rate.	Using “State” drop-down list, select applicable State.
County	The county where the bin is located.  <b>Note:</b> The state and county where the commodity is stored determines the loan rate.	Using “County” drop-down list, select applicable county.
Farm Number	Users may also choose to add the farm number associated with the specific seal/bin/lot.  <b>Note:</b> This is an optional entry.	Enter farm numbers.
Seal/Bin/Lot	The Seal/bin/lot assigned to the storage location.  Defaults to 1 and increments sequentially by 1 for every bin entered.  <b>Note:</b> The seal/bin/lot may be overwritten allowing the user to free-form the seal/bin/lot description.	Enter seal/bin/lot.
Quantity	The quantity in the bin/seal/lot according to unit of measure applicable to the commodity.  <b>Note:</b> If the Bin Calculator is used, this data will automatically be updated on the screen with the data entered from the Bin Calculator.	Enter the requested quantity.
Storage Location	A text field describing additional information relating to the seal/bin lot location.  <b>Important:</b> Do <b>not</b> enter any PII information.	Enter additional storage location description.
Add		CLICK “ <b>Add</b> ” to add the bin to the loan.  Repeat the process for additional bins.

**106 Storage Information Screen for Farm-Stored Loan (Continued)****C Field Descriptions and Actions for Storage Information Screen for Farm-Stored Loan (Continued)**

Field/Button	Description	Action
Clear		CLICK “ <b>Clear</b> ” to remove the data entered.
Save & Continue		CLICK “ <b>Save and Continue</b> ” to save information and proceed to the next screen.
Back		CLICK “ <b>Back</b> ” to return to the previous screen.
Cancel		CLICK “ <b>Cancel</b> ” to cancel the process and return to the Search Results Screen.

**107 Storage Information Screen for Warehouse-Stored Loan****A Overview**

The Storage Information Screen allows users to enter storage information.

CLPS automatically:

- displays available quantity
- adds the quantity from each warehouse receipt to the loan to determine the requested quantity
- subtracts the requested quantity from the available quantity.

**Note:** A message is displayed when the requested quantity exceeds the available quantity. Users will need to adjust the requested loan quantity before proceeding.





## 107 Storage Information Screen for Warehouse-Stored Loan (Continued)

## B Example of the Storage Information Screen for Warehouse-Stored Loan

\*--Following is an example of the Storage Information Screen for warehouse-stored loans, "Add Receipt".

Storage Information	
<b>Status:</b>	<b>Producer Type:</b> PRODUCER
<b>State:</b> ARKANSAS	<b>County:</b> ASHLEY
<b>Loan Number:</b>	<b>Crop Year:</b> 2019
<b>Commodity:</b> CORN / YC	<b>Loan Type:</b> WAREHOUSE
<b>Contact:</b> IM Farmer	

---

Add Receipt	Quality Factors
<b>Loan Rate:</b> \$2.43	
<b>*Receipt Issue Date:</b> <input type="text"/> 	
<b>*Warehouse Receipt Number:</b> <input type="text"/>	
<b>*Net Weight:</b> <input type="text"/> LB	
<b>*Net Quantity:</b> <input type="text"/> BU	
<b>*Gross Weight(Inc Dockage):</b> <input type="text"/> LB	
<b>*Gross Quantity:</b> <input type="text"/> BU	
<b>*Grade:</b> <Select a Grade> 	
<b>*Date Commodity Received:</b> <input type="text"/> 	
<b>*Storage Paid Through Date:</b> <input type="text"/> 	
<b>*Have In-Handling Charges been Paid or Provided for?</b> <input type="radio"/> Yes <input type="radio"/> No	
<b>*Has receipt been signed by warehouseman?</b> <input type="radio"/> Yes <input type="radio"/> No	
<b>*Commodity Received By</b> <input type="radio"/> Barge <input type="radio"/> Rail <input type="radio"/> Truck	
<input type="radio"/> Truck-Barge	
<input type="button" value="Continue"/>	

--\*



## 107 Storage Information Screen for Warehouse-Stored Loan (Continued)

## B Example of the Storage Information Screen for Warehouse-Stored Loan (Continued)

\*--Following is an example of the Storage Information Screen for warehouse-stored loans, "Quality Factors".

Storage Information	
<b>Status:</b>	<b>Producer Type:</b> PRODUCER
<b>State:</b> ARKANSAS	<b>County:</b> ASHLEY
<b>Loan Number:</b>	<b>Crop Year:</b> 2019
<b>Commodity:</b> CORN / YC	<b>Loan Type:</b> WAREHOUSE
<b>Contact:</b> IM Farmer	

Add Receipt	Quality Factors
	<p><b>*Test Weight (pounds):</b> <input type="text"/></p> <p><b>*Dockage (%):</b> <input type="text"/></p> <p><b>*Moisture (%):</b> <input type="text"/></p> <p>If moisture exceeds acceptable level, has applicable KC-350 been provided?: <input type="checkbox"/></p> <p><b>*Heat Damage (%):</b> <input type="text"/></p> <p><b>*Total Damage (%):</b> <input type="text"/></p> <p><b>*Stones (%):</b> <input type="text"/></p> <p><b>*Broken and Foreign Material (%):</b> <input type="text"/></p> <p><b>Animal Filth (%):</b> <input type="text"/></p> <p><b>Glass (count):</b> <input type="text"/></p> <p><b>Castor Beans (count):</b> <input type="text"/></p> <p><b>Cockleburs (count):</b> <input type="text"/></p> <p><b>Crotalaria Seeds (count):</b> <input type="text"/></p> <p><b>Unknown Foreign Substance (count):</b> <input type="text"/></p> <p><b>COFO:</b> <input type="checkbox"/></p> <p><b>Distinctly Low Quality:</b> <input type="checkbox"/></p> <p><b>Ear Corn:</b> <input type="checkbox"/></p> <p><b>Flint:</b> <input type="checkbox"/></p>

--\*

## 107 Storage Information Screen for Warehouse-Stored Loan (Continued)

**C Field Descriptions and Actions for Storage Information Screen for Warehouse-Stored Loan**

The following table provides the field descriptions and actions for warehouse-stored loans.

Field/Button	Description	Action
<b>Add Receipt</b>		
Rate	Displays the loan rate for the commodity based on the state and county location for the warehouse that was selected on the Commodity Information Screen.	
Receipt Issue Date	The date the receipt was issued. <b>Note:</b> Cannot be a future date and <b>cannot</b> be before "Date Commodity Received".	Enter the applicable information from the warehouse receipt.
Warehouse Receipt Number	The numeric warehouse receipt number.	
*--Net Weight (lbs.)	The net weight for the commodity.	
Net Quantity (bu.)	The net quantity for the commodity in the standard UOM.	
Gross Weight (Inc Dockage)	The gross weight including dockage for the commodity.	
Grade	The grade determined for the commodity.--*	
Date Commodity Received	The date the commodity was received in the warehouse.	
Storage Paid Through Date	The date that storage has been paid through. The date <b>cannot</b> be before "Date Commodity Received".  <b>Note:</b> If the receipt has a statement indicating that storage is paid or provided for, the date <b>must</b> be the same as the projected loan maturity date.	Select applicable answer based on what is indicated on the warehouse receipt.  <b>Note:</b> When "No" is selected, the system will block the receipt from being included in the loan.
Have In-Handling Charges been Paid or Provided for?	Indicates whether the in-handling charges have been paid or provided by the producer.  <b>Note:</b> Receipts in which the producer has not paid or provided for are not eligible to be placed under loan.	

## 107 Storage Information Screen (Continued)

**C Field Descriptions and Actions for Storage Information Screen for Warehouse-Stored Loan (Continued)**

\*--

Field/Button	Description	Action
Has receipt been signed by warehouseman?	Indicates whether the receipt has been signed by an authorized individual at the issuing warehouse.  <b>Note:</b> Receipts not signed by the warehouseman are not eligible to be placed under loan.	Select applicable answer based on if signature is present on warehouse receipt.  <b>Note:</b> When “No” is selected, the system will block the receipt from being included in the loan.
Commodity Received By	Indicates how the commodity was delivered to the warehouse.  Options Include: <ul style="list-style-type: none"><li>• barge</li><li>• rail</li><li>• truck</li><li>• truck-barge.</li></ul>	Select the applicable option based on what is indicated on the warehouse receipt.  <b>Note:</b> This is a required field.
Continue	Allows the user to continue to the “Quality Factors” tab.	CLICK “Continue”.
<b>Quality Factors</b>		
Test Weight (pounds)	The test weight of the commodity.  <b>Note:</b> This is a required field.	Enter the applicable test weight.
Dockage (%)	The dockage percentage for the commodity.  <b>Note:</b> This is a required field.	Enter the applicable dockage percentage.  <b>Note:</b> “0” is an acceptable entry.
Moisture (%)	The moisture percentage for the commodity.  <b>Note:</b> This is a required field.	Enter the applicable moisture.

--\*

## 107 Storage Information Screen (Continued)

## C Field Descriptions and Actions for Storage Information Screen for Warehouse Stored Loan (Continued)

Field/Button	Description	Action
*--If moisture exceeds acceptable level, has applicable KC-350 been provided?	Indicates whether receipts with moisture exceeding the acceptable level have KC-350 from the warehouse.  <b>Note:</b> If moisture is above the acceptable level and a KC-350 has <b>not</b> been provided, receipt is not eligible for loan.	Check the box <b>only</b> if KC-350 has been provided.
	Additional quality factors listed are applicable to the commodity selected for loan.  <b>Note:</b> Quality Factors with “*” indicate required entries.	Enter applicable quality factors based on what is indicated on the warehouse receipt.  <b>Note:</b> If required entries are not addressed, the receipt will not be eligible for loan.--*
Add	Adds warehouse receipt information to the loan.  The warehouse information is displayed on the “Receipts” section of the screen each time a receipt is added.  <b>Note:</b> User can add multiple receipts to the loan application.	CLICK “Add”.
Clear		CLICK “Clear” to clear information.
Save & Continue	Saves the storage information added to the loan.  The “Save and Continue” button can be selected at any time in the process and will save all information entered to date.  <b>Note:</b> After the loan is saved, the loan status is set to “Draft” and the loan number is assigned to the loan.	CLICK “Save & Continue” to display the Loan Calculations Screen.
Back		CLICK “Back” to return to the previous screen.
Cancel		CLICK “Cancel” to cancel the process and return to the Search Results Screen.

## 108 Bin Calculator Screen for Circular Bin

### A Overview

The Bin Calculator is an optional tool that allows the user to enter the results for a **paid measurement service** recorded on the CCC-677-1. The Bin Calculator can be used to determine the quantity in the bin that will be included in the loan.

The Bin Calculator:

- is available for both circular and rectangular structures
- adjusts quantities using the test weight pack factor.

**Warning:** Do **not** use the bin calculator for a certified farm-stored loan request.

This screen includes the following sections:

The Bin Calculator Screen for a circular bin includes the following sections:

- Commodity
- Cylinder
- Cone
- Adjustments.

## 108 Bin Calculator Screen for Circular Bin (Continued)

## B Example of Bin Calculator Screen for Circular Bin

The following is an example of the Bin Calculator Screen for a circular bin.

Bin Calculator	
<b>Status:</b>	<b>Producer Type:</b> PRODUCER
<b>State:</b> KANSAS	<b>County:</b> CRAWFORD
<b>Loan Number:</b>	<b>Crop Year:</b> 2016
<b>Commodity:</b> WHEAT - HRW	<b>Loan Type:</b> FARM
<b>Contact:</b> IM FARMER	
<b>Commodity</b> Should "gross" quantity be adjusted for moisture? <input type="radio"/> Yes <input checked="" type="radio"/> No    Moisture (%): <input type="text"/> *Test Weight(lb): <input type="text" value="60"/> Structure: <input checked="" type="radio"/> Circular <input type="radio"/> Rectangular	
<b>Cylinder</b> <input type="radio"/> Diameter (ft.) <input checked="" type="radio"/> Circumference (ft.): <input type="text"/> Height (ft.): <input type="text"/>	
<b>Cone</b> <input type="radio"/> Diameter (ft.) <input checked="" type="radio"/> Circumference (ft.): <input type="text"/> <input type="radio"/> Height(ft.) <input checked="" type="radio"/> Depth(ft.): <input type="text"/>	
<b>Adjustments</b> Quantity Deduction (cu. ft.): <input type="text"/> Quantity Addition (cu. ft.): <input type="text"/>	
<input type="button" value="Calculate"/>	<b>Calculated Bin Quantity:</b> <input type="button" value="Continue"/> <input type="button" value="Cancel"/>

## 108 Bin Calculator Screen for Circular Bin (Continued)

**C Field Descriptions and Actions for Bin Calculator for Circular Bin**

The following table provides the field descriptions and actions for entering measurements from the CCC-677-1 for a circular bin.

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
<b>Commodity</b>		
Should gross quantity be adjusted for moisture?	Identifies if the commodity will need to be adjusted for moisture.  Question is defaulted to “No.”	When quantity will need to be adjusted for moisture, CLICK “Yes”.
Moisture	The moisture of the commodity.  CLPS will required the moisture percentage to be entered when the quantity is to be adjusted for moisture.	Enter the moisture percentage when required.
Test Weight	The test weight of the commodity.	Enter the test weight.
Structure	Identifies if the measured structure is circular or rectangular.	CLICK “ <b>Circular</b> ”.
<b>Cylinder</b>		
Diameter /Circumference	Identifies if the volume is to be calculated using the diameter or circumference of the structure.	CLICK “applicable measurement method” and enter measurement.
Height	The height of the structure.	Enter the height of the structure.
<b>Cone</b>		
Diameter /Circumference	Identifies if the volume of the cone is to be calculated using the diameter or the circumference measurement.	CLICK “applicable measurement method” and enter measurement.
Height/Depth	Identifies if the volume of the cone is to be calculated using the height or depth measurement.	CLICK “applicable measurement method” and enter measurement.
<b>Adjustments</b>		
Quantity Deduction	Identifies if the quantity is to be reduced.	Enter applicable deduction in cubic feet.
Quantity Addition	Identifies if the quantity is to be added.	Enter applicable addition in cubic feet.
Calculate		CLICK “ <b>Calculate</b> ” to calculate the bin quantity.
Calculated Bin Quantity	Displays the calculated bin quantity based on the measurements added.	

**108 Bin Calculator Screen for Circular Bin (Continued)****C Field Descriptions and Actions for Bin Calculator for Circular Bin (Continued)**

Field/Button	Description	Action
Continue		CLICK “ <b>Continue</b> ” to populate the calculated quantity on the Storage Information Screen.
Cancel		CLICK “ <b>Cancel</b> ” to cancel the process and return to the Storage Information Screen.  Bin information entered will not be saved.

**109 Bin Calculator Screen for Rectangular Structure****A Overview**

The Bin Calculator is an optional tool that allows the user to enter the results for a **paid measurement service** recorded on the CCC-677-1. The Bin Calculator can be used to determine the quantity in the bin that will be included in the loan.

The Bin Calculator:

- is available for both circular and rectangular structures
- adjusts quantities using the test weight pack factor.

**Warning:** Do **not** use the bin calculator for a certified farm-stored loan request.

This screen includes the following sections:

The Bin Calculator Screen for a rectangular structures includes the following sections:

- Commodity
- Rectangular
- Adjustments.



## 109 Bin Calculator Screen for Rectangular Structure (Continued)

## B Example of Bin Calculator Screen for Rectangular Bin

Following is an example of the Bin Calculator Screen for a rectangular bin.

Bin Calculator	
<b>Status:</b>	<b>Producer Type:</b> PRODUCER
<b>State:</b> NEBRASKA	<b>County:</b> CHASE
<b>Loan Number:</b>	<b>Crop Year:</b> 2016
<b>Commodity:</b> WHEAT - HWW	<b>Loan Type:</b> FARM
<b>Contact:</b> IM Farmer	
<b>Commodity</b>	
Should "gross" quantity be adjusted for moisture?	
<input type="radio"/> Yes <input checked="" type="radio"/> No	
Moisture (%):	<input type="text"/>
*Test Weight(lb):	<input type="text" value="60"/>
Structure: <input type="radio"/> Circular <input checked="" type="radio"/> Rectangular	
<b>Rectangular</b>	
*Length (ft.):	<input type="text"/>
*Height (ft.):	<input type="text"/>
*Width (ft.):	<input type="text"/>
<b>Adjustments</b>	
Quantity Deduction (cu. ft.):	<input type="text"/>
Quantity Addition (cu. ft.):	<input type="text"/>
<input type="button" value="Calculate"/>	<b>Calculated Bin Quantity:</b>
<input type="button" value="Continue"/>	<input type="button" value="Cancel"/>

**109 Bin Calculator Screen for Rectangular Structure (Continued)****C Field Descriptions and Actions for Bin Calculator for Rectangular Structure**

The following table provides the field descriptions and actions for entering information from the CCC-677-1 for a rectangular structure.

Field/Button	Description	Action
<b>Commodity</b>		
Should gross quantity be adjusted for moisture?	Identifies if the commodity will need to be adjusted for moisture.  Question is defaulted to “No”.	When quantity will need to be adjusted for moisture, CLICK “Yes”.
Moisture	The moisture of the commodity.  The system will required the moisture percentage to be entered when the quantity is to be adjusted for moisture.	Enter the moisture percentage as applicable.
Test Weight	The test weight of the commodity.	Enter the test weight in lbs.
Structure	Identifies if the measured structure is circular or rectangular.	CLICK “ <b>Rectangular.</b> ”
<b>Adjustments</b>		
Quantity Deduction	Identifies if the quantity is to be reduced.	Enter applicable deduction in cubic feet.
Quantity Addition	Identifies if the quantity is to be added.	Enter applicable addition in cubic feet.
Calculate		CLICK “ <b>Calculate</b> ” to calculate the bin quantity.
Calculated Bin Quantity	Displays the calculated bin quantity based on the measurements added.	

**110 Loan Calculation Screen****A Overview**

CLPS:

- checks the producer and commodity eligibility
- calculates the projected loan amount on the Loan Calculation Screen.

**Note:** The projected loan amount will be adjusted according to the share of the ineligible producer on the loan and the reason for the adjustment will be displayed on the screen, as applicable.

## 110 Loan Calculation Screen (Continued)

## B Example of the Loan Calculation Screen

Following is an example of the Loan Calculation Screen.

Loan Calculation					
<b>Status:</b> Draft			<b>Producer Type:</b> PRODUCER		
<b>State:</b> NEBRASKA			<b>County:</b> CHASE		
<b>Loan Number:</b> 60002			<b>Crop Year:</b> 2016		
<b>Commodity:</b> WHEAT - HRW			<b>Loan Type:</b> FARM		
<b>Contact:</b> IM Farmer					
<b>Loan Amount</b>					
<b>Available Quantity:</b>			15,472 BU		
<b>Requested Quantity:</b>			15,700 BU		
State	County	Seal	Loan Quantity	Rate	Loan Amount
NE	CHASE	1	11,200 BU	\$3.04	\$34,048.00
NE	CHASE	2	4,500 BU	\$3.04	\$13,680.00
					<b>Loan Amount: \$47,728.00</b>
<b>State Assessment:</b>			\$190.91	Override(\$):	<input type="text"/>
Reason: <Select Reason>			▼		
<b>Service Fee:</b>			\$48.00	Override(\$):	<input type="text"/>
Reason: <Select Reason>			▼		
<input type="button" value="Save &amp; Continue"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/>					

## C Action

On the Loan Calculation Screen, verify the amount of the:

- state and or national assessments, if applicable

**Important:** County Offices must **not** override assessment fees without National Office authorization.

- the amount of the service fee.

**Important:** County Offices must **not** override service fees without National Office authorization.

- CLICK **“Save & Continue”** to complete the process
- CLICK **“Back”** to return to the previous screen
- CLICK **“Cancel”** to cancel the process.

## 111 Disbursements Screen

## A Overview

The Disbursements Screen displays a summary of the:

- total loan amount
- fees and charges applicable to the loan
- disbursement applicable to each producer on the loan based on the producer percent share
- lien holders if applicable.

## B Example of Disbursements Screen

Following is an example of the Disbursements Screen.

**Disbursements**

**Status:** Draft  
**State:** KANSAS  
**Loan Number:** 60001  
**Commodity:** WHEAT - HRW  
**Contact:** IM FARMER

**Producer Type:** PRODUCER  
**County:** CRAWFORD  
**Crop Year:** 2016  
**Loan Type:** FARM

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**Total Loan Amount:** \$15,900.00

**Fees & Charges**

Item	Reason	Disbursement Amount
Service Fee		\$45.00
State Assessment - KANSAS WHEAT COMMISSION		\$100.00

**Disbursements**

Producer	Disbursement Amount	Share
IM FARMER	\$15,755.00	100.00%

Are there additional payees? ☒ Yes ☐ No

**Disbursement Requests (Lien Holder)**

Producer	Disbursement Amount	Issue Jointly
IM FARMER	\$15,755.00	<input checked="" type="checkbox"/>

Save & Continue

Back

Cancel

## 111 Disbursements Screen (Continued)

**C Field Descriptions and Actions for Disbursements Screen**

The following table provides the field descriptions and actions for the Disbursements Screen.

Field/Button	Description	Action
Total Loan Amount	Displays the total loan amount.	
Fees and Charges		
Item	Displays the: <ul style="list-style-type: none"><li>• service fees</li><li>• state assessments</li><li>• national assessments.</li></ul>	
Reason	Displays the reason if the assessment was overridden.	
Disbursement Amount	Displays each disbursement amount that will be transmitted to NPS.	
Disbursements		
Producer	Displays the name of the producer.	
Disbursement Amount	Displays the disbursement amount.	
Share	Displays the share percentage for the producer(s).	
Are there additional payees?	Indicates whether additional payees are required to disburse the loan.  The CCC-679 Lien Waiver will indicate whether the loan disbursement is to be issued to the producer or jointly.  <b>Note:</b> The indicator is defaulted to “No”.	CLICK “Yes” when lien holders have requested disbursement to be issued jointly.
Disbursement Requests (Lien Holder)		
Producer	Displays the name of the producer.	
Disbursement Amount	Displays the disbursement amount.  The disbursement amount equals the loan amount minus assessments and service fees.	
Issue Jointly	Indicates if the loan is to be disbursed jointly.  Checking the box allows additional payees to be entered in NPS “Manual Handling”.	Check the box when CCC-679 indicates that the disbursement is to be issued jointly with the producer.

**111 Disbursements Screen (Continued)****C Field Descriptions and Actions for Disbursements Screen (Continued)**

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
Save and Continue		CLICK <b>“Save and Continue”</b> to proceed to the Loan Summary Screen.
Back		CLICK <b>“Back”</b> to return to the previous screen.
Cancel		CLICK <b>“Cancel”</b> to cancel the process and return to the Search Results Screen.

**112 Loan Summary Screen****A Overview**

The Loan Summary Screen allow users to view and edit information for the following sections:

- Producers
- Commodity
- Farms
- Storage
- Loan Amount
- Assessment Dates
- 2<sup>nd</sup> Party Review
- Date Signed Documents Received
- Cancel Application
- COC Action.

**B Loan Statuses**

CLPS assigns the loan a specific status based on the stage of the loan. See Exhibit 10 for the list of loan statuses.

Loan applications with the following statuses can be viewed or edited:

- “Draft”
- “Pending Review”
- “Pending Producer Signature”
- “Pending approval”.

**Note:** The loan status reverts to “Draft” when modifications are made.

## 112 Loan Summary Screen (Continued)

## B Loan Statuses (Continued)

Loan applications with the following statuses may only be viewed and cannot be edited:

- “Disbursed”
- “Deleted”
- “Disapproved”.

## C Example of Loan Summary Screen

Following is an example of the Loan Summary Screen.

Loan Summary			
Status: Disbursed		Producer Type: PRODUCER	
State: NEBRASKA		County: CHASE	
Loan Number: 10224		Crop Year: 2016	
Commodity: CORN - YC		Loan Type: WAREHOUSE	
Contact: IM FARMER			

Producers		
Loan Application Date: 12/01/2016		
Producer	Share (%)	Primary Contact
IM FARMER	50.00%	
IM FARMER 2	50.00%	Y

Commodity	
Loan Type: Warehouse Stored	
Funding Type: Non-recourse	
Commodity: CORN	
Class/Variety/Type: YELLOW	
Unit of Measure: BU	
Warehouse Code: 85491	
State: NEBRASKA	
County: CHASE	
Measurable: YES	
Condition: None	

Farms		
State	County	Farm
NE	CHASE	377

Storage			
Receipt	Loan Rate	Net Weight	Net Quantity
796	\$1.94	1,960,000.00 LB	35,000.00 BU
797	\$1.94	144,051.00 LB	2,572.34 BU
Available Quantity:		72,297.66 BU	
Requested Quantity:		37,572.34 BU	

Loan Amount			
Available Quantity:		72,297.66 BU	
Requested Quantity:		37,572.34 BU	
Receipt	Loan Quantity	Rate	Loan Amount
796	35,000.00 BU	\$1.94	\$67,900.00
797	2,572.34 BU	\$1.94	\$4,990.34
Loan Amount: \$72,890.34			
State Assessment:		\$187.86	
Service Fee:		\$48.00	

Disbursements			
Producer	Disbursement Amount	Share	Issue Jointly
IM FARMER	\$36,327.24	50.00%	N
IM FARMER 2	\$36,327.24	50.00%	N

Assessment Dates	
CCC-10 Date:	11/28/2016
Lien Search Date:	12/01/2016

2 <sup>nd</sup> Party Review	
Review Date:	12/01/2016
Reviewer:	

Date Signed Documents Received	
Received Date:	12/01/2016
Are you or any co-applicant delinquent on any Federal nontax debt? No	
Signature Date	Signed For / By
12/01/2016	For/by: IM FARMER
	Title: POA
12/01/2016	For/by: IM FARMER
	Title:

Cancel Application	
<input type="checkbox"/> Cancel This Agreement	
<Select Cancellation Reason>	
Submit	

COC Action	
UCC1 Filing Date:	11/28/2016
COC Date:	12/01/2016
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
*For CCC By:	JANE DOE, CED
Submit	

Print Summary	Print Storage Summary	Generate Agreement	Cancel
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## 113 Assessment Review Dates Screen

### A Overview

The Assessment Review Dates Screen allows the user to enter the “CCC-10 Date” and the “Lien Search Date”, and for peanuts and cotton only, the “Date Documents Received” date.

### B Example of the Assessment Review Dates Screen

Following is an example of the Assessment Review Dates Screen.

### C Field Descriptions and Actions for Assessment Review Dates Screen

The following table provides the field descriptions and actions for the Assessment Review Dates Screen.

Field/Button	Description	Action
CCC-10 Date	The date the producer filed the CCC-10 according to 8-LP.	Enter date by either: <ul style="list-style-type: none"> <li>entering the date in the “mm/dd/yyyy” format</li> <li>clicking “Calendar” icon.</li> </ul>



## 113 Assessment Review Dates Screen (Continued)

## C Field Descriptions and Actions for Assessment Review Dates Screen (Continued)

Field/Button	Description	Action
Lien Search Date	The date the lien search was performed according to 8-LP.  <b>Note:</b> Warehouse-stored loans do not require a lien search date. Users will need to enter the application date as the lien search date.	Enter date by either: <ul style="list-style-type: none"> <li>entering the date in the “mm/dd/yyyy” format</li> <li>clicking “Calendar” icon.</li> </ul>
Date and Documents Received	The date all required loan documents were received by the County Office according to 2 LP and 7 CN.	Enter date by either: <ul style="list-style-type: none"> <li>entering the date in the “mm/dd/yyyy format</li> <li>clicking “Calendar” icon.</li> </ul>
Save and Continue		CLICK “ <b>Save and Continue</b> ”.  The Loan Summary Screen is displayed.  CLICK “ <b>Search Loans</b> ” and return to the Search Loans Screen.  Loan is now ready for 2 <sup>nd</sup> Party Review.
Cancel		CLICK “ <b>Cancel</b> ” to cancel the process and return to the Results Screen.

## 114 Second Party Review

## A Overview

The 2<sup>nd</sup> party review is **critical** to ensuring that the information has been entered correctly.

The 2<sup>nd</sup> party reviewer is **responsible** for verifying the information entered is correct.

**Note:** The second party reviewer **cannot** be the user who initially entered the loan application.

## 114 Second Party Review (Continued)

**B Example 2<sup>nd</sup> Party Review Screen**

Following is an example of the 2<sup>nd</sup> Party Review Screen.

The screenshot shows a web application window titled "2nd Party Review". At the top, there is a blue header bar with the title. Below the header, the screen is divided into two columns of text. The left column contains: "Status: Pending Review", "State: NEBRASKA", "Loan Number: 60002", "Commodity: WHEAT - HRW", and "Contact: IM Farmer". The right column contains: "Producer Type: PRODUCER", "County: CHASE", "Crop Year: 2016", and "Loan Type: FARM". Below this information, there is a large rectangular box with a blue border. Inside this box, the title "2<sup>nd</sup> Party Review" is at the top left. Below it, there is a "Review Date:" label followed by a text input field and a small calendar icon. Below that is a "Reviewer:" label followed by a text input field. At the bottom of the box, there are two buttons: "Save & Continue" and "Cancel".

**C Field Descriptions and Actions for 2<sup>nd</sup> Party Review Screen**

The following table provides the field descriptions and actions for the 2<sup>nd</sup> Party Review Screen.

Field/Button	Description	Action
Review Date	<p>The date that the 2<sup>nd</sup> party review was performed.</p> <p><b>Important:</b> It is <b>critical</b> that the 2<sup>nd</sup> party reviewer <b>physically</b> compare the information from the CCC-666 against what has been recorded in the system.</p>	<p>Enter date by either:</p> <ul style="list-style-type: none"> <li>entering the date in the "mm/dd/yyyy" format</li> <li>clicking "Calendar" icon.</li> </ul>

## 114 Second Party Review (Continued)

C Field Descriptions and Actions for 2<sup>nd</sup> Party Review Screen (Continued)

Field/Button	Description	Action
Reviewer	Displays the name of the user that performed the 2 <sup>nd</sup> party review.  <b>Note:</b> The system will automatically display the name of the user who performed the 2 <sup>nd</sup> party review.	
Save and Continue		CLICK <b>“Save and Continue”</b> to proceed to the Loan Summary Screen.
Cancel		CLICK <b>“Cancel”</b> to cancel the process and return to the Results Screen.

## 115 Generating Agreements

## A Overview

The “Generate Agreement” button, located at the bottom of the Loan Summary Screen, allows users to print the note and security agreement.

**Note:** Until the loan is approved, the CCC-677/CCC-678 will **not** print the “Interest Rate” and the “Loan Maturity Date”.

See:

- Exhibit 11 for an example of CCC-677
- Exhibit 12 for an example of CCC-678.

## B Action

To generate the note and security agreement:

- re-access the loan after the 2<sup>nd</sup> Party has been completed
- on the Search Results Screen CLICK **“Edit”**
- scroll to the bottom of the Loan Summary Screen
- CLICK **“Generate Agreement”**.

After successful printing of the applicable note and security agreement, obtain all signatures of the producers required to sign the loan document.

**116 Date Signed Documents Received (Producer Signatures)****A Overview**

All producers with a share in the commodity pledged for collateral are required to sign, date, and return the CCC-677/CCC-678 Note and Security Agreement. Upon receipt of all the producer signatures, the County Office user must update the loan application and enter the:

- signature date
- date all documents needed for loan approval were received in the County Office for all commodities.

The Producer Signature Screen includes the following sections:

- Date Signed Documents Received
- Debt
- Add Signature
- Producers Name and Signatures.

## 116 Date Signed Documents Received (Producer Signatures)

## B Example of Producer Signatures Screen

The following is an example of the Producer Signatures Screen.

**Producer Signatures**

**Status:** Pending Approv.
 **Producer Type:** PRODUCER

**State:** NEBRASKA
 **County:** CHASE

**Loan Number:** 60002
 **Crop Year:** 2016

**Commodity:** WHEAT - HRW
 **Loan Type:** FARM

**Contact:** IM FARMER

---

Date Signed Documents Received

Received Date:

---

Debt

Are you or any co-applicant delinquent on any Federal nontax debt?
 ☐ Yes ☒ No

---

Add Signature

\*Signature (by):

Title/Relationship:

Signature Date:

---

Producer Signatures

Signature Date	Producer	Action
02/27/2017	For/by: IM FARMER Title: ONWER	<a href="#">Edit</a>

## 116 Date Signed Documents Received (Producer Signatures) (Continued)

## C Field Descriptions and Actions for Producer Signatures Screen

The following table provides the field descriptions and actions for the Producer Signatures Screen.

Field/Button	Description	Action
<b>Date Signed Documents Received</b>		
Received Date	<p>Date County Office received <b>all</b> documents related to the loan application according to 8-LP, including, but not limited to, the signed Note and Security Agreement and all required lien waivers.</p> <p><b>Note:</b> The date cannot be a future date and <b>must</b> be on or before the COC determination date.</p>	<p>Enter date by either:</p> <ul style="list-style-type: none"> <li>entering the date in the “mm/dd/yyyy” format</li> <li>clicking “Calendar” icon.</li> </ul>
<b>Debt</b>		
Are you or any co-applicant delinquent on any Federal nontax debt?	<p>Producer self-certification statement from CCC-677/CCC-678.</p> <p>When the producer is delinquent on a federal nontax debt, refer to 8-LP before approving the loan.</p>	<p>Enter:</p> <ul style="list-style-type: none"> <li>“<b>Yes</b>” if a delinquent Federal nontax debt exist for the producer</li> <li>“<b>No</b>” when the producer does <b>not</b> have any Federal nontax debt.</li> </ul>
<b>Add Signatures</b>		
Signature (by)	Name of the producers who are required to sign Note and Security Agreement.	Enter name of the producer on the loan application.
Signature Date	The date the signed Note and Security Agreement is submitted to the County Office.	<p>Enter date by either:</p> <ul style="list-style-type: none"> <li>entering the date in the “mm/dd/yyyy” format</li> <li>clicking “Calendar” icon.</li> </ul>
Add	Adds the name of the producer entered in “Signature (by)”.	<p>CLICK “<b>Add</b>”.</p> <p>The “Producer Signatures” section will be updated.</p>

## 116 Date Signed Documents Received (Producer Signatures) (Continued)

## C Field Descriptions and Actions for Producer Signatures Screen (Continued)

Field/Button	Description	Action
Clear		CLICK “ <b>Clear</b> ” to clear the section.
Save & Continue	The signatures will be saved.  <b>Note:</b> The loan status will be set to “Pending Approval”.	CLICK “ <b>Save &amp; Continue</b> ”. The screen will be redisplayed with the data entered.
Cancel		CLICK “ <b>Cancel</b> ” to cancel the process and return to the Results Screen.

## 117 COC Determination

## A Overview

Loans in “Pending Approval” status are ready for COC determination. The “COC Determination” section allows users to enter the COC approval or disapproval of the loan application.

If the loan is approved:

- the payment request for the loan amount will be obligated and submitted for payment processing in NPS
- status of the loan will be set to “Approved”
- CCC-677/CCC-678 will be updated with the:
  - producer signature and dates
  - documents received date
  - interest rate
  - loan maturity date.

**Note:** The funds **must** be available to cover the loan amount **before** the loan can be disbursed. If the obligation fails, the loan status will be set to “Pending Approval”.

If the loan is disapproved the:

- status of the loan will be set to “Disapproved”
- CCC-677/CCC-678 will be marked “Disapproved”.

## 117 COC Determination (Continued)

**B Example of the “COC Action” Section**

Following is an example of the Loan Summary Screen, “COC Action” section.

**C Field Descriptions and Actions for “COC Action” Section**

The following table provides the field descriptions and actions for the “COC Action” section.

Field/Button	Description	Action
UCC-1 Filing Date	The date the UCC-1 was filed according to 8-LP.  <b>Notes:</b> This is a required entry for farm-stored loans.  For warehouse loans, enter the same date as the COC date.	Enter date by either: <ul style="list-style-type: none"><li>entering the date in the “mm/dd/yyyy” format</li><li>clicking “Calendar” icon.</li></ul>
COC Date	Date COC approved or disapproved the loan. Cannot be before the producer’s signature dates and date documents received for all commodities except for cotton and peanuts.	Enter date by either: <ul style="list-style-type: none"><li>entering the date in the “mm/dd/yyyy” format</li><li>clicking “Calendar” icon.</li></ul>
Approved /Disapproved	Indicates the COC determination.	CLICK the applicable checkbox.
For CCC By	Name of authorized COC approver or disapprover.	Enter the complete name of the approver or disapprover
Submit	Finalizes the loan application and submits the payment request to NPS.	CLICK “ <b>Submit</b> ”.



## 117 COC Determination (Continued)

## C Field Descriptions and Actions for “COC Action” Section

Field/Button	Description	Action
Print Summary	Provides loan summary for a farm or warehouse-stored loan that is to be placed in producer’s loan folder.	CLICK “ <b>Print Summary</b> ”.
Print Storage Summary	Provides a storage summary for a farm or warehouse-stored loan that is to be placed in the producer’s loan folder.	CLICK “ <b>Print Storage Summary</b> ”.
Generate Agreement	<p>Generates a completed:</p> <ul style="list-style-type: none"> <li>• CCC-677 for farm-stored loan</li> <li>• CCC-678 for warehouse-stored loan.</li> </ul> <p>The CCC-677/CCC-678 will be generated with interest rate and maturity date.</p> <p>File the original note and security according to 8-LP.</p> <p>Give the producer a copy of the Note and Security Agreement.</p>	CLICK “ <b>Generate Agreement</b> ”.
Cancel		CLICK “ <b>Cancel</b> ” to cancel the action and return to the Results Screen.

## 118 Loan Confirmation

## A General Information


The Confirmation Screen will:

- display the status of the payment request
- allow the user to print the final Note and Security Agreement.

## 118 Loan Confirmation (Continued)

### B Example of Confirmation Screen

Following is an example of the Confirmation Screen.

Confirmation	
<b>Status:</b> Disbursed	<b>Producer Type:</b> PRODUCER
<b>State:</b> NEBRASKA	<b>County:</b> CHASE
<b>Loan Number:</b> 60002	<b>Crop Year:</b> 2016
<b>Commodity:</b> WHEAT - HRW	<b>Loan Type:</b> FARM
<b>Contact:</b> IM FARMER	
<hr/> <div>  <ul style="list-style-type: none"> <li>• Loan submitted successfully</li> </ul> </div>	
<div> <input type="button" value="Print CCC-677"/> <input type="button" value="Continue"/> </div>	

### C Action

On the Confirmation Screen:

- CLICK “**Print CCC-677**” or “**Print CCC-678**”, as applicable
- CLICK “**Continue**” and return to the Search Results Screen.

## 119 Disbursing Loans in NPS

### A Overview

After a loan has been approved in CLPS, the payment information is sent to the National Payment System (NPS) for processing. Transactions sent to NPS include the:

- disbursed amount
- service fees
- commodity assessments
- other authorized charges.

## 119 Disbursing Loans in NPS (Continued)

### B Example of NPS Certification Screen

Following is an example of the NPS Certification Screen.

Package Payments Search Results		Printer Friendly	Help
Your Request: State / County = CA (06) - Merced (047), Issue Date = From 01/01/2015 to 03/31/2017, Program Area = PSL. Click <a href="#">here</a> to change search parameters.			
1.	Joe Farmer	Tax ID: <a href="#">Detail</a>	
Payment ID: 52401392 Amount(\$): 147.08 State / County: CA (06) - Merced (047)			
Program: 16WHTNRMAL Issue Date: 01/31/2017			
Primary Reference: LN - 10062			
Payment Status: Pending Signing Package ID: 68447			
2.	Jane Farmer	Tax ID: <a href="#">Detail</a>	
Payment ID: 52401393 Amount(\$): 441.21 State / County: CA (06) - Merced (047)			
Program: 16WHTNRMAL Issue Date: 01/31/2017			
Primary Reference: LN - 10062			
Payment Status: Pending Signing Package ID: 68447			
3.	FSA & NRCS & RD ADMINISTRATIVE OFFICE & USDA ARS	Tax ID: 4 E <a href="#">Detail</a>	
Payment ID: 52401394 Amount(\$): 3.77 State / County: CA (06) - Merced (047)			
Program: 16WHTNRMAL Issue Date: 01/31/2017			
Primary Reference: LN - 10062			
Payment Status: Pending Signing Package ID: 68447			
4.	CALIFORNIA WHEAT COMMISSION	Tax ID: <a href="#">Detail</a>	
Payment ID: 52401395 Amount(\$): 10.80 State / County: CA (06) - Merced (047)			
Program: 16WHTNRMAL Issue Date: 02/03/2017			
Primary Reference: LN - 10062			
Payment Status: Pending Signing Package ID: 68447			
Package Count: 4			
Package Total (\$): 602.86			

### C Action

County Offices will follow 1-FI for disbursing loan proceeds.

**Note:** County Offices need to carefully review the payment package for accuracy before certifying and signing **especially** when assessments and other authorized charges are included.

120-199 (Reserved)



## Section 2 Electronic Warehouse Receipts

### 200 Accessing EWR System

#### A Overview

The EWR is a web-based system that provides FSA Service Centers the ability to access EWR's from a central EWR repository for price support purposes.

The EWR system provides the ability to:

- request receipts
- download receipts
- view receipts.

The system also allows FSA Service Centers the capability to access the EWR database repository for program monitoring, review, and evaluation.

EWR system is available for warehouse-stored:

- cotton
- peanuts
- rice.

**Note:** EWR's for corn, soybeans, and wheat cannot be download to CLPS. County Offices will need to print receipt details and load as a paper receipt in CLPS.

#### B Example of EWR Home Screen

Following is an example of the EWR Home Screen.

The screenshot displays the EWR Home Screen with a navigation bar at the top containing links: EWR Home, About EWR, Help, Contact Us, and Exit EWR. Below the navigation bar is a section titled "State, County, Commodity and Crop Year Selection". This section contains four dropdown menus and a Submit button. The first dropdown menu is labeled "State:" and shows "Texas (48)". The second dropdown menu is labeled "County:" and shows "Eastland (133)". The third dropdown menu is labeled "Commodity:" and shows "Select a commodity". The fourth dropdown menu is labeled "Crop Year:" and shows "2005". A "Submit" button is located at the bottom of the selection area.



## 200 Accessing EWR System (Continued)

### C Action

Access EWR from the FSA Applications Screen at <http://intranet.fsa.usda.gov/fsa/applications.asp>.

From the FSA Applications Screen:

- CLICK “**G-O**”
- CLICK “**MAL EWR Electronic Warehouse Receipts**”
- CLICK “**Log In LincPass (PIV)**” to display the EWR Home Screen.

## 201 Requesting Receipts

### A Overview

Producers requesting loans or LDP’s must provide the County Office with the basic loan or LDP requirements according to 8-LP, along with the following information associated with the loan or LDP request:

- producer name
- warehouse code
- commodity type
- commodity class
- list of EWR receipt numbers
- state where inspected, for warehouse-stored loan requests **only**.

### B Example of Request Receipt Screen

Following is an example of the Request Receipt Screen.

The screenshot displays the "Request Receipts" form. At the top, it shows "State : Texas - 48" and "County : Medina - 325". Below this, "Commodity : Peanuts - RUN" and "Crop Year : 2016" are listed. The "Producer Name:" field contains "John Doe". The "Warehouse Code:" field shows a dropdown menu with "72003 - EWR Inc." selected. The "Payment Type:" section has two radio buttons: "Loan using EWR" (selected) and "LDP using EWR". Below these is the instruction "Enter Receipt Numbers". A grid of input fields follows, with the first row containing the numbers 12345, 12346, 12347, 12348, 12349, and 12350. Each number is in its own box, and there are two empty boxes below each number. At the bottom, a message states: "If you need to enter additional receipts, select 'Add More Receipts' below. If not select 'Submit'". There are two buttons: "Add More Receipts" and "Submit".

## 201 Requesting Receipts (Continued)

## C Field Descriptions and Actions for Requesting Receipts

The following table provides field descriptions and actions on the Request Receipt Screen.

Field/Button	Description	Action
Producer	Identifies the producer on the loan.  <b>Note:</b> EWR does not interface with SCIMS to retrieve the name. User will need to enter the producer's name which is used solely for receipt identification purposes.	Enter the producer's name.
Warehouse Code	The warehouse code of the receipt.  <b>Note:</b> A list of participating warehouses will be displayed. The warehouse code will also indicate the corresponding name of the EWR provider.	Using the "Warehouse Code" drop-down, select the applicable warehouse.
Payment Type	Identifies if the receipt is to be used for a loan or LDP.	CLICK " <b>Loan using EWR</b> ".
Receipt Numbers	Identifies the receipt numbers requested by the producer or DMA.	Enter applicable receipt numbers.
Add More Receipts	Allows the user to enter more receipts	CLICK " <b>Add More Receipts</b> " to add additional receipt numbers as applicable.
Submit		CLICK " <b>Submit</b> " to retrieve the receipts.

**Note:** A print friendly summary screen is displayed. Each receipt **must** be checked for accuracy **before** printing. The option to return any receipts downloaded in error is available if needed. Print and place a copy in the loan folder when receipt is correct.



## 201 Requesting Receipts (Continued)

## D Example of Report of Requested Receipts

Following is an example of the Report of Requested Receipts.

EWR024 - Electronic Warehouse Receipts Program								Page 1 of 1
<b>Report of Requested Receipts As of: 12/13/2016</b>								
State: Georgia-13		County: Pierce-229		CropYear: 2016		File Sequence Number: EWJ03008		
Warehouse Code: 72083		Producer Name:IM Farmer		Provider Name: EWR Inc.		License Type: US		
Payment Type: Loan using EWR		Commodity: PEANUTS		Commodity Class: Runner		Unit of Measure: TN		
Receipt Number	Producer Name on Receipt	Current Holder Name/ID	Current Holder As of	Previous Holder Name/ID	Farm Number	Grade	Storage Paid Thru	Weight
25676	IM Farmer	CCC - Kansas City / C000001	12/13/2016	Tifton Quality Peanuts LLC / W072083	4324	1	11/22/2016	44.82
25680	IM Farmer	CCC - Kansas City / C000001	12/13/2016	Tifton Quality Peanuts LLC / W072083	4485	1	11/23/2016	16.1
25681	IM Farmer	CCC - Kansas City / C000001	12/13/2016	Tifton Quality Peanuts LLC / W072083	4487	1	11/21/2016	16.22
25682	IM Farmer	CCC - Kansas City / C000001	12/13/2016	Tifton Quality Peanuts LLC / W072083	4691	1	11/19/2016	24.33
25683	IM Farmer	CCC - Kansas City / C000001	12/13/2016	Tifton Quality Peanuts LLC / W072083	4708	1	11/20/2016	45.86
<b>Total Valid Receipts: 5</b>								<b>Total Weight: 147.33</b>
Receipt Number	Reason Code	Reason Description	File Seq Num					
<b>Total Receipts Returned: 0</b>								
Screen Id : EWR024								close window

## 202 Accepting Preprocessed Files for DMAs

## A Overview

DMA Service Centers receive preprocessed files electronically from the DMA. These files are then uploaded into the EWR system for use with MAL's and LDP's.

## B Action

At the beginning of each crop year DMA County Offices must create the following folder in the "F" Drive:

**F:\Application Data\yyyy Peanut EWR**, where "yyyy" is the applicable crop year.

County Offices must:

- print the e-mail received with DMA loan or LDP application
- upload the DMA file according to paragraph 203
- file a copy of the e-mail in DMA's loan folder.

## 203 Uploading Preprocessed DMA File to EWR System

### A Overview

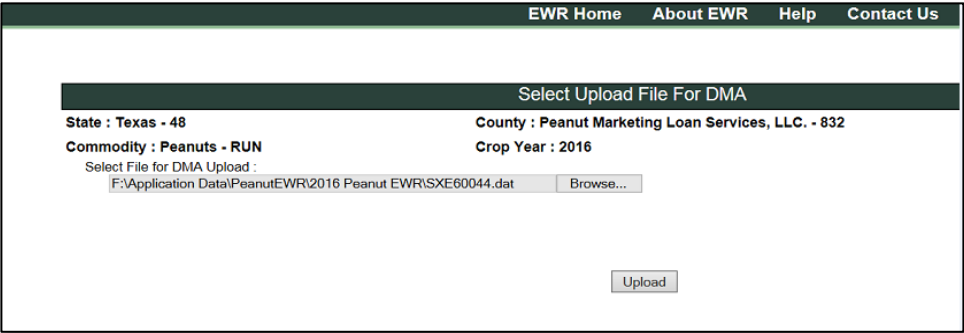
Before a loan can be processed in CLPS, the preprocessed file must be uploaded to the EWR system.

### B Action

Upload the preprocessed file according to the following table.

Step	Action
1	Access EWR according to paragraph 200
2	Click <b>“DMA Upload”</b> from the left navigation <div data-bbox="423 653 1380 917" data-label="Image"> <p>The screenshot shows the EWR Home interface. On the left, under 'EWR Applications', the 'DMA Upload' option is highlighted. On the right, the 'Select Upload File For DMA' section displays: State : Texas - 48, County : Peanut Marketing Loan Services, LLC. - 832, Commodity : Peanuts - RUN, and Crop Year : 2016. Below these fields is a 'Select File for DMA Upload' section with a 'Browse...' button and an 'Upload' button at the bottom right.</p> </div> <p><b>Note:</b> Only DMA Service Centers will have this option.</p>
3	CLICK <b>“Browse”</b> . The <b>“F”</b> Drive is displayed.
4	Select the applicable preprocessed file from the <b>“F”</b> drive <div data-bbox="423 1096 1429 1690" data-label="Image"> <p>The screenshot shows a Windows file explorer window titled 'Choose File to Upload'. The address bar shows the path: Computer &gt; TXEAS (\\USDA.NET\FSA\Data) (F:) &gt; Application Data &gt; PeanutEWR &gt; 2016 Peanut EWR. The left sidebar shows the 'Computer' section expanded, with 'TXEAS (\\USDA.NET\FSA\Data) (F:)' selected. The main pane displays a list of files with columns for Name, Date modified, Type, and Size. The files are all DAT files, numbered from SXE60048 to SXE60066. The file SXE60054 is selected. At the bottom, there is a 'File name' field and a file type dropdown set to 'All Files (*.*)', with 'Open' and 'Cancel' buttons.</p> </div>

**203 Uploading Preprocessed DMA File to EWR System (Continued)****B Action (Continued)**

Step	Action
5	<p>The preprocessed file is pending upload in EWR.</p>  <p>CLICK “Upload”.</p> <p>The file is now available in CLPS.</p>
6	Process the loan according to Part 4.

**204-219 (Reserved)**



## Section 3 Peanut Loans

## 220 Commodity Information Screen for Warehouse-Stored Peanuts

## A Overview

Peanut loans are created in the same manner as other commodity loans with the exception of a few items specific to warehouse-stored peanuts.

## B Example of the Commodity Information Screen for Warehouse-Stored Peanuts

Following is an example of the Commodity Information Screen for Warehouse-Stored peanuts.

<b>Loan Type</b>	
*Storage:	<input checked="" type="radio"/> Warehouse <input type="radio"/> Farm
*Funding Type:	<input checked="" type="radio"/> Non-recourse <input type="radio"/> Recourse <input type="checkbox"/> Distress Loan
<b>Commodity</b>	
*Commodity:	PEANUTS ▼
*Class/Variety/Type:	Valencia Peanuts ▼
Unit of Measure:	TON
*Segregation:	<Select> ▼
<b>Warehouse</b>	
* Is this from EWR :	<input type="radio"/> Yes <input type="radio"/> No
*EWR File Sequence:	<input type="text"/> <input type="button" value="Retrieve File Sequence"/>
*Warehouse Code:	<input type="text"/>
*State:	<Select State> ▼
*County:	<Select County> ▼
*Master Warehouse:	<Select Master Warehouse> ▼
<b>Conditions</b>	
*Structure:	<input checked="" type="radio"/> Measurable <input type="radio"/> Non-measurable
Condition:	None ▼
<b>Inspected</b>	
*State:	<Select State> ▼
<input type="button" value="Continue"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/>	

## 220 Commodity Information Screen for Warehouse-Stored Peanuts (Continued)

**C Field Descriptions and Actions for Commodity Information Screen for Warehouse-Stored Peanuts**

The following table provides field descriptions and actions for the Commodity Information Screen for EWR warehouse-stored peanut loans. County Offices use the information from the EWR or paper warehouse receipt to complete this section.

Field/Button	Description	Action
<b>Loan Type</b>		
Storage	The type of storage for the loan.	CLICK <b>“Warehouse”</b> .
Funding Type	The type of funding for the commodity.  <b>Note:</b> “Non-recourse” is defaulted.  Peanuts are always “Non-recourse”.	CLICK <b>“Non-recourse”</b> .  <b>Note:</b> CLPS will not allow a peanut recourse loan to be processed.
<b>Commodity</b>		
Commodity	The commodity being placed under loan.  <b>Note:</b> CLPS will only display eligible commodities based on the producer’s established customer profile.	CLICK <b>“Peanuts”</b> .
Class/Variety/Type	The class/variety/type for the commodity.	Using the “Class/Variety/Type” drop-down list, select either: <ul style="list-style-type: none"> <li>• <b>“Runner Peanuts”</b></li> <li>• <b>“Southeast Spanish Peanuts”</b></li> <li>• <b>“Southwest Spanish Peanuts”</b></li> <li>• <b>“Valencia Peanuts”</b></li> <li>• <b>“Virginia Peanuts”</b>.</li> </ul>
Unit of Measure	Displays the unit of measure for the commodity.	
Segregation	The quality of the commodity.	Using the “Segregation” drop-down list, select either: <ul style="list-style-type: none"> <li>• <b>“1”</b></li> <li>• <b>“2”</b></li> <li>• <b>“3”</b>.</li> </ul>

## 220 Commodity Information Screen for Warehouse-Stored Peanuts (Continued)

## C Field Descriptions and Actions for Commodity Information Screen for Warehouse-Stored Peanuts (Continued)

Field/Button	Description	Action
<b>Warehouse</b>		
Is this from EWR Electronic Warehouse Receipt (EWR)	Identifies if the warehouse receipt is either electronic or paper.	CLICK “ <b>Yes</b> ” for EWR’s  CLICK “ <b>No</b> ” for paper receipts.
EWR File Sequence	The EWR file sequence number.  <b>Note:</b> Option is only available when “Yes” has been selected for EWR.	Enter the EWR file sequence number.
Retrieve File Sequence	Retrieves the EWR sequence number from EWR Inc.	CLICK “ <b>Retrieve File Sequence</b> ”.
Warehouse Code	Identifies the warehouse code.	Enter the warehouse code.
State	Identifies the state location of the warehouse on the warehouse receipt.	Using the “State” drop-down list, select the State of the warehouse where commodity is stored.
County	Identifies the county location of the warehouse that is on the warehouse receipt.	Using the “County” drop-down list, select the county of the warehouse where commodity is stored.
Master Warehouse Code	The warehouse code of the warehouse that will receive the load-in charges.  <b>Important:</b> It is <b>critical</b> that the correct master warehouse code is selected.	Using the “Master Warehouse Code” drop-down list, select the applicable warehouse code.
<b>Conditions</b>		
Structure	Identifies if the structure can be measured.  <b>Note:</b> This field is <b>not</b> applicable to warehouse-stored loans.	
Condition	Identifies the condition of the commodity.  <b>Note:</b> This field is <b>not</b> applicable to warehouse-stored loans.	

## 220 Commodity Information Screen for Warehouse-Stored Peanuts (Continued)

### C Field Descriptions and Actions for Commodity Information Screen for Warehouse-Stored Peanuts (Continued)

Field/Button	Description	Action
Continue		CLICK “ <b>Continue</b> ” to proceed to the next screen.
Back		CLICK “ <b>Back</b> ” to return to previous screen.
Cancel		CLICK “ <b>Cancel</b> ” to cancel the process and return to the Search Results Screens.

## 221 Storage Information Screen for EWR Warehouse-Stored Peanuts

### A Overview

The Storage Information Screen allows users to enter storage information.

CLPS automatically:

- displays available quantity
- adds the quantity from each receipt to the loan to determine the requested quantity
- subtracts the requested quantity from the available quantity.

**Notes:** A message is displayed when the requested quantity exceeds the available quantity. Users will need to adjust the requested loan quantity before proceeding.

EWR warehouse-stored peanuts loan receipt information is automatically populated into CLPS. Refer to section 2 for retrieving warehouse receipts.



## 221 Storage Information Screen for EWR Warehouse-Stored Peanuts (Continued)

## B Example of the Commodity Information Screen for EWR Warehouse-Stored Peanuts

Following is an example of the Commodity Information Screen for EWR warehouse-stored peanuts.

**Storage Information**

**Status:**

**State:** NORTH CAROLINA

**Loan Number:**

**Commodity:** PNUT - SPW

**Contact:** IM Farmer

**Producer Type:** PRODUCER

**County:** WARREN

**Crop Year:** 2016

**Loan Type:** WAREHOUSE

**Receipts**

Receipt	Seg	NET Tons	Total Tons	
<input type="checkbox"/>	506754	1	50.00 TON	55.0 TON
			<b>LSK Tons: 5.00 TON</b>	
<input type="checkbox"/>	506755	1	50.00 TON	55.0 TON
			<b>LSK Tons: 5.00 TON</b>	
<input type="checkbox"/>	506756	1	50.00 TON	55.0 TON
			<b>LSK Tons: 5.00 TON</b>	
<input type="checkbox"/>	506757	1	50.00 TON	55.0 TON
			<b>LSK Tons: 5.00 TON</b>	
<input type="checkbox"/>	506758	1	50.00 TON	55.0 TON
			<b>LSK Tons: 5.00 TON</b>	
<input type="checkbox"/>	506759	1	50.00 TON	55.0 TON
			<b>LSK Tons: 5.00 TON</b>	
<input type="checkbox"/>	506760	1	50.00 TON	55.0 TON
			<b>LSK Tons: 5.00 TON</b>	
<input type="checkbox"/>	506761	1	50.00 TON	55.0 TON
			<b>LSK Tons: 5.00 TON</b>	
<input type="checkbox"/>	506762	1	50.00 TON	55.0 TON
			<b>LSK Tons: 5.00 TON</b>	
<input type="checkbox"/>	506763	1	50.00 TON	55.0 TON
			<b>LSK Tons: 5.00 TON</b>	

**Available Quantity:** 117,189.00 TON

**Requested Quantity:** 0.00 TON

## 221 Storage Information Screen for EWR Warehouse-Stored Peanuts (Continued)

**C Field Descriptions and Actions for Commodity Information Screen for Warehouse-Stored Peanuts**

The following table provides field descriptions and actions for the Storage Information Screen for EWR warehouse-stored peanut loans. County Offices complete this section using information from the EWR or paper warehouse receipt.

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
Select All	Allows users to select all receipts to be placed under loan.	CLICK “ <b>Select All</b> ” when all receipts will be placed under loan.
Select	A checkbox that allows the user to individually select receipts.	Click applicable checkbox next to each applicable receipt to be placed under loan.
Receipt Number	Displays the receipt numbers downloaded from EWR.	
Seg	Displays the peanut segregation quality.	
NET Tons	Displays the net tonnage.	
LSK	Displays the loose shell kernel tonnage for the peanuts.	
Total Tons	Displays the tonnage including LSK.	
Available Quantity	Displays the available quantity eligible for loan.	
Requested Quantity	Displays the requested quantity.  <b>Note:</b> The requested quantity will be zero until the application is completed.	
Save and Continue		CLICK “ <b>Save and Continue</b> ” to proceed to the next screen.  Follow Part 4, Section 1 to complete the loan process.
Print Summary		CLICK “ <b>Print Summary</b> ” to print the summary of the loan request.
Back		CLICK “ <b>Back</b> ” to go to the previous screen.
Cancel		CLICK “ <b>Cancel</b> ” to cancel the process and return to the Search Results Screen.

## 222 Storage Information Screen for Paper Receipted Warehouse-Stored Peanuts

### A Overview

The Storage Information Screen allows users to enter storage information.

CLPS automatically:

- displays available quantity
- adds the quantity from each receipt to the loan to determine the requested quantity
- subtracts the requested quantity from the available quantity.

**Notes:** A message is displayed when the requested quantity exceeds the available quantity. Users will need to adjust the requested loan quantity before proceeding.

Warehouse-stored peanuts loans with paper warehouse receipts are manually entered into CLPS.

## 222 Storage Information Screen for Paper Receipted Warehouse-Stored Peanuts (Continued)

**B Example of the Commodity Information Screen for EWR Warehouse-Stored Peanuts**

Following is an example of the Commodity Information Screen for paper receipted Warehouse-Stored peanuts.

Storage Information				
<b>Status:</b>		<b>Producer Type:</b> PRODUCER		
<b>State:</b> TEXAS		<b>County:</b> GAINES		
<b>Loan Number:</b>		<b>Crop Year:</b> 2016		
<b>Commodity:</b> PNUT - VAL		<b>Loan Type:</b> WAREHOUSE		
<b>Contact:</b> IM Farmer				
<b>Add Receipt</b>				
*Warehouse Receipt Number:		<input type="text"/>		
*Receipt Issue Date:		04/26/2017		
* Net Tons:		<input type="text"/> TON		
* LSK Tons:		<input type="text"/> TON		
* Total Tons:		<input type="text"/> TON		
*Date Commodity Received:		<input type="text"/>		
*Storage Paid Through Date:		<input type="text"/>		
*Foreign Material:	<input type="text"/> %	*Total SMK:	<input type="text"/> %	
*Moisture:	<input type="text"/> %	*Damage:	<input type="text"/> %	
*Sound Splits:	<input type="text"/> %	*Other Kernels:	<input type="text"/> %	
		*Hulls:	<input type="text"/> %	
*Total Kernels/Hulls:	<input type="text"/> %	*Concealed RMD:	<input type="text"/> %	
A. Flavus Present? <input type="radio"/> Yes <input type="radio"/> No				
<input type="button" value="Add"/>		<input type="button" value="Clear"/>		
<b>Receipts</b>				
Receipt	Seg	NET Tons	Total Tons	Action
20001	1	10.00 TON	12.00 TON	<a href="#">Edit</a>
		LSK Tons: 2.00 TON		
20002	1	11.00 TON	11.00 TON	<a href="#">Edit</a>
		LSK Tons: 0.00 TON		
20003	1	9.00 TON	12.00 TON	<a href="#">Edit</a>
		LSK Tons: 3.00 TON		
20004	1	10.00 TON	10.00 TON	<a href="#">Edit</a>
		LSK Tons: 0.00 TON		
<b>Available Quantity:</b>			<b>399,836.99 TON</b>	
<b>Requested Quantity:</b>			<b>45.00 TON</b>	
<input type="button" value="Save &amp; Continue"/>		<input type="button" value="Back"/>		<input type="button" value="Cancel"/>

## 222 Storage Information Screen for Paper Receipted Warehouse-Stored Peanuts (Continued)

**C Field Descriptions and Actions for Commodity Information Screen for Warehouse-Stored Peanuts**

The following table provides field descriptions and actions for the Storage Information Screen for paper receipted warehouse-stored peanut loans. County Offices complete this section using information from the paper warehouse receipt.

Field/Button	Description	Action
<b>Add Receipt</b>		
Warehouse Receipt Number	The warehouse receipt number.	Enter the warehouse receipt number.
Receipt Issue Date	The date the warehouse receipt was issued.	Enter date by either: <ul style="list-style-type: none"> <li>entering the date in the “mm/dd/yyyy” format</li> <li>clicking “Calendar” icon.</li> </ul>
Net Tons	The net tonnage.	Enter the net tonnage.
LSK Tons	The LSK tonnage.	Enter the LSK tons.
Total Tons	The total tonnage.	Enter the total tonnage.
Date Commodity Received	The date the commodity was received in the warehouse.	Enter date by either: <ul style="list-style-type: none"> <li>entering the date in the “mm/dd/yyyy” format</li> <li>clicking “Calendar” icon.</li> </ul>
Storage Paid through Date	The date that storage was paid through.	Enter date by either: <ul style="list-style-type: none"> <li>entering the date in the “mm/dd/yyyy” format</li> <li>clicking “Calendar” icon.</li> </ul>
Foreign Material %	The percentage of foreign material.	Enter the foreign material percentage.
Moisture %	The moisture percentage.	Enter the moisture percentage.
Sound Splits %	The sound splits percentage.	Enter the sound splits percentage.
Total Kernels/Hulls %	The total kernels/hulls percentage.	Enter the total kernels/hulls percentage.
Total SMK%	The sound mature kernels percentage.	Enter the SMK percentage.
Damage%	The damage percentage.	Enter the damage percentage.

222 Storage Information Screen for Paper Receipted Warehouse-Stored Peanuts (Continued)

C Field Descriptions and Actions for Commodity Information Screen for Warehouse-  
Stored Peanuts (Continued)

Field/Button	Description	Action
Save and Continue		CLICK “ <b>Save and Continue</b> ” to proceed to the next screen.  Follow Part 4, Section 1 to complete the loan process.
Print Summary		CLICK “ <b>Print Summary</b> ” to print the summary of the loan request.
Back		CLICK “ <b>Back</b> ” to go to the previous screen.
Cancel		CLICK “ <b>Cancel</b> ” to cancel the process and Return to the Results Screen.

223-239 (Reserved)

## Section 3 Cotton Loans

## 240 Commodity Information Screen for Warehouse-Stored Cotton

## A Overview

Warehouse-stored cotton loans are created in the same manner as other warehouse-stored commodity loans with the exception of a few items specific to cotton.

## B Example of Commodity Information Screen for Warehouse-Stored Cotton

Commodity Information	
<b>Status:</b>	<b>Producer Type:</b> PRODUCER
<b>State:</b> TENNESSEE	<b>County:</b> CARROLL
<b>Loan Number:</b>	<b>Crop Year:</b> 2016
<b>Commodity:</b>	<b>Loan Type:</b>
<b>Contact:</b> IM Farmer	
<b>Loan Type</b>	
*Storage: <input checked="" type="radio"/> Warehouse	<input type="radio"/> Farm
*Funding Type: <input checked="" type="radio"/> Non-recourse	<input type="radio"/> Recourse
	<input type="checkbox"/> Distress Loan
<b>Commodity</b>	
*Commodity:	UPLAND
*Class/Variety/Type:	Upland
Unit of Measure:	LB
<b>Warehouse</b>	
*Preparation Code:	1E - Prepared in County Office
*COPS File Sequence:	UPC53175
	<input type="button" value="Retrieve File Sequence"/>
Warehouse Code:	122095
State:	TENNESSEE
County:	CARROLL
<b>File Sequence</b>	
Gin Code:	4000
Tare Weight:	4
Compression Status:	GU
Are Receiving Charges	
Prepaid?	NO
<input type="button" value="Continue"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/>	

## 240 Commodity Information Screen for Warehouse-Stored Cotton

**C Field Descriptions and Actions for Commodity Information Screen for Warehouse-Stored Cotton Loans**

The following table provides field descriptions and actions for the Commodity Information Screen for warehouse-stored cotton loans.

Field/Button	Description	Action
<b>Loan Type</b>		
Storage	The type of storage for the loan.	CLICK <b>“Warehouse”</b> .
Funding Type	<p>The type of funding for the commodity</p> <p><b>Note:</b> “Non-recourse” is defaulted.</p> <p>Warehouse-stored cotton is always “Non-recourse”.</p>	<p>CLICK <b>“Non-recourse”</b></p> <p><b>Note:</b> CLPS will not allow a recourse loan to be processed.</p>
<b>Commodity</b>		
Commodity	<p>The commodity being placed under loan.</p> <p><b>Note:</b> CLPS will only display eligible commodities based on the producer’s established customer profile.</p>	<p>Using the “Commodity” drop-down list, select either:</p> <ul style="list-style-type: none"> <li>• <b>“UPLAND”</b></li> <li>• <b>“ELS”</b>.</li> </ul>
Class/Variety/Type	The class/variety/type for the commodity.	<p>Using the “Class/Variety/Type” drop-down list, select either:</p> <ul style="list-style-type: none"> <li>• <b>“Upland”</b></li> <li>• <b>“ELS”</b>.</li> </ul>
Unit of Measure	Displays the unit of measure for the commodity.	
<b>Warehouse</b>		
Preparation Code	Preparation codes indicate who prepared the documents required for the loan and the method by which the documents were prepared.	<p>Using “Preparation Code” drop-down list, select either:</p> <ul style="list-style-type: none"> <li>• <b>“1E- Prepared in County office”</b></li> <li>• <b>“3E- Prepared by loan clerk”</b></li> <li>• <b>“4E- Prepared and Disbursed by loan clerk”</b>.</li> </ul>



## 240 Commodity Information Screen for Warehouse-Stored Cotton (Continued)

## C Field Descriptions and Actions for Commodity Information Screen for Warehouse-Stored Cotton Loans (Continued)

Field/Button	Description	Action
COPS File Sequence	A collection of receipts that the County Office bundles together for a loan.	Enter the COPS File Sequence number e-mailed from the COPS system.
Retrieve File Sequence	Retrieves the bale information from COPS.	CLICK <b>“Retrieve File Sequence”</b> .
Warehouse Code	Identifies the warehouse code.	
State	Displays the State location of the warehouse on the warehouse receipt.	
County	Displays the county location of the warehouse that is on the warehouse receipt.	
<b>File Sequence</b>		
Gin Code	Displays the gin code from the warehouse receipt.	
Tare Weight	Displays the tare weight.  Tare weight is the weight of non-cotton items such as bale wrap, wire, and strapping.	
Compression Status	Displays the compression status.  Compression Status is the method to determine the density of cotton.	
Are Receiving Charges Prepaid?	Indicates if pre-paid storage is applicable.	
Continue		CLICK <b>“Continue”</b> to proceed to the next screen.
Back		CLICK <b>“Back”</b> to go to the previous screen.
Cancel		CLICK <b>“Cancel”</b> to cancel the process and Return to the Search Results Screen.

## 241 Storage Information Screen for Warehouse-Stored Cotton Loan

### A Overview

The Storage Information Screen will populate receipts bundled in the File Sequence that was entered on the Commodity Information Screen.

CLPS automatically:

- adds the quantity in each receipt to the loan to determine the requested quantity
- checks the customer profile to determine whether there is enough available quantity to cover the requested quantity.

**Note:** A message is displayed when the requested quantity exceeds the available quantity. Users will need to adjust the requested loan quantity before proceeding.

### B Example of the Storage Information Screen for Warehouse-Stored Cotton Loan

Following is an example of the Storage Information Screen for a Warehouse-Stored Cotton Loan.

**Storage Information**

**Status:**  
**State:** TENNESSEE  
**Loan Number:**  
**Commodity:** UP - UP  
**Contact:** IM Farmer

**Producer Type:** PRODUCER  
**County:** CARROLL  
**Crop Year:** 2016  
**Loan Type:** WAREHOUSE

**Receipts**

Select	Receipt Number	Storage Start Date	Net Weight	Loan Rate (Cents)	Amount
<input type="checkbox"/>	400455	06/02/2016	494	42.40	\$209.46
<input type="checkbox"/>	400456	06/02/2016	479	42.40	\$203.10
<input type="checkbox"/>	400457	06/02/2016	434	42.40	\$184.02

**Available Quantity:** 1,155.00 LB

**Requested Quantity:** 0.00 LB

## 241 Storage Information Screen for Warehouse-Stored Cotton Loan (Continued)

**C Field Descriptions and Actions for Storage Information Screen for Warehouse-Stored Cotton Loans**

The following table provides field descriptions and actions for the Storage Information Screen for warehouse-stored cotton loans.

Field/Button	Description	Action
Select All	Allows users to select all receipts to be placed under loan.	CLICK “ <b>Select All</b> ” when all receipts will be placed under loan.
Select	A checkbox that allows the user to individually select receipts.	CLICK applicable checkbox next to each applicable receipt to be placed under loan.
Receipt Number	Displays the receipt numbers downloaded from EWR.	
Storage Start Date	Displays the storage start date.	
Net Weight	Displays the net weight of the cotton bale.	
Loan Rate	Displays the calculated loan rate.	
Amount	Displays the calculated loan amount.	
Save and Continue		CLICK “ <b>Save and Continue</b> ” to proceed to the next screen.  Follow Part 4, Section 1 to complete the loan process.
Back		CLICK “ <b>Back</b> ” to go to the previous screen.
Cancel		CLICK “ <b>Cancel</b> ” to cancel the process and Return to the Results Screen.

## 242 Commodity Information Screen for Farm Stored Seed Cotton

### A Overview

Seed Cotton loans are created in the same manner as other commodity loans with the exception of a few items specific to seed cotton.

### B Example of the Commodity Information Screen for Farm Stored Seed Cotton.

Following is an example of the Commodity Information Screen for Farm Stored seed cotton. Use the CCC-877, Seed Cotton Loan Worksheet, to enter the required information on this screen.

Commodity Information	
<b>Status:</b>	<b>Producer Type:</b> PRODUCER
<b>State:</b> OKLAHOMA	<b>County:</b> CADDO
<b>Loan Number:</b>	<b>Crop Year:</b> 2016
<b>Commodity:</b> SUP - SUP	<b>Loan Type:</b> FARM
<b>Contact:</b> IMA FARMER	
<b>Loan Type</b> *Storage: <input type="radio"/> Warehouse <input checked="" type="radio"/> Farm *Funding Type: <input type="radio"/> Non-recourse <input checked="" type="radio"/> Recourse <input type="checkbox"/> Distress Loan	
<b>Commodity</b> *Commodity: UPLAND SEED COTTON ▼ *Class/Variety/Type: Seed Upland ▼ Unit of Measure: LB Insurance Deductible (\$): 10.00 *Gin Code: 54251	
<b>Conditions</b> *Structure: <input checked="" type="radio"/> Measurable <input type="radio"/> Non-measurable Condition: None ▼	
<div>Continue</div> <div>Back</div> <div>Cancel</div>	

## 242 Commodity Information Screen for Farm Stored Seed Cotton (Continued)

**C Field Descriptions and Actions for the Commodity Information Screen for Farm-Stored Seed Cotton Loan**

The following table provides field descriptions and actions for the Commodity Information Screen for Farm-Stored Seed Cotton Loan.

Field/Button	Description	Action
<b>Loan Type</b>		
Storage	The type of storage for the loan.  All seed cotton loans are farm-stored.	CLICK “ <b>Farm</b> ” for farm-stored.
Funding Type	Type of funding for the commodity.  <b>Note:</b> All seed cotton loans are recourse loans.	CLICK “ <b>Recourse</b> ” for recourse loan.
<b>Commodity</b>		
Commodity	The commodity being placed under loan.  <b>Note:</b> CLPS will only display eligible commodities based on the producer’s established customer profile.	Using the “Commodity” drop-down, select either:  <ul style="list-style-type: none"> <li>• “<b>Upland Seed Cotton</b>”</li> <li>• “<b>ELS Seed Cotton</b>”.</li> </ul>
Class/Variety/Type	The class/variety/type for the commodity.	Using the “Class/Variety/Type” drop-down list, select either:  <ul style="list-style-type: none"> <li>• “<b>Seed Upland</b>”</li> <li>• “<b>SELS</b>”.</li> </ul>
Unit of Measure	Displays the unit of measure for the commodity.	
Insurance Deductible	If the insurance policy has a deductible clause, the loan amount will be reduced by the deductible amount.	Enter the Insurance Deductible if applicable in dollars and cents.
Gin Code	The Gin Code of the warehouse where the seed cotton will be ginned.  <b>Note:</b> The gin code is either provided by the producer or by the gin.	Enter the 5 digit gin code.
<b>Conditions</b>		
Structure	Identifies if the structure can be measured.  <b>Note:</b> This field is <b>not</b> applicable to seed cotton warehouse-stored loans.	

## 242 Commodity Information Screen for Farm Stored Seed Cotton (Continued)

## C Field Descriptions and Actions for the Commodity Information Screen for Farm-Stored Seed Cotton Loan (Continued)

Field/Button	Description	Action
<b>Conditions (Continued)</b>		
Condition	Identifies the condition of the commodity.  Condition is defaulted to “None”.  <b>Note:</b> This field is not applicable to cotton.	
Continue		CLICK “ <b>Continue</b> ” to proceed to the next screen.
Back		CLICK “ <b>Back</b> ” to return to previous screen.
Cancel		CLICK “ <b>Cancel</b> ” to cancel the process and return to the Search Results Screen.

## 243 Storage Information Screen for Farm-Stored Seed Cotton Loan

## A Overview

The Storage Information Screen allows users to enter storage information.

CLPS automatically:

- displays available quantity
- adds the quantity in each bin to the loan to determine the requested quantity
- subtracts the requested quantity from the available quantity.

**Note:** A message is displayed when the requested quantity exceeds the available quantity. Users will need to adjust the requested loan quantity before proceeding.

## 243 Storage Information Screen for Farm-Stored Seed Cotton Loan (Continued)

**B Example of the Storage Information Screen for a Farm-Stored Seed Cotton Loan**

Following is an example of the Storage Information Screen for a Farm-Stored Seed Cotton Loan.

**Storage Information**

**Status:** Draft

**State:** OKLAHOMA

**Loan Number:** 60001

**Commodity:** SUP - SUP

**Contact:** IM FARMER

**Producer Type:** PRODUCER

**County:** CADD0

**Crop Year:** 2016

**Loan Type:** FARM

---

**Add Seal**

\*State:

\*County:

Farm Number:

\*Seal/Module:

\*Total LBS:

\*Quantity Lint Cotton:  LB

\*Quantity for Loan:  LB

Storage Location: 

^

v

**Seals**

State	County	Farm	Seal/Module	LBS for Loan	Action
OK	CADD0	111	1	5,700 LB	<a href="#" style="color: blue; text-decoration: underline;">Edit</a>

**Available Quantity:** 566,820 LB

**Requested Quantity:** 5,700 LB

## 243 Storage Information Screen for Farm-Stored Seed Cotton Loan (Continued)

**C Field Descriptions and Actions for the Storage Information Screen for a Farm-Stored Seed Cotton Loan**

The following table provides the field descriptions and actions for the Storage Information Screen for a farm-stored seed cotton loan. County Offices must complete this section using information from the CCC-877-Seed Cotton Loan Worksheet.

Field/Button	Description	Action
<b>Add Seal</b>		
State	The state where the commodity is located.	Using “State” drop-down list, select applicable state. Loan rate <b>not</b> for Cotton AWP.
County	The county where the commodity is located.	Using “County” drop-down list, select applicable county.
Farm Number	Users may also choose to add the farm number associated with the specific module.  <b>Note:</b> This an optional entry.	Enter farm numbers.
Seal/Module	The seal that is attached to the module.	Enter the applicable seal number.
Total LBS	The total weight of the module/lot.	Enter the total weight.
Quantity Lint Cotton	The quantity of lint cotton in the module/lot.	Enter the lint weight of the cotton.
Quantity for Loan	The quantity being placed under loan.  For measured cotton, the quantity cannot exceed 90% of the lint cotton.  For weighed cotton, the quantity cannot exceed 95%.	Enter the requested quantity.
Storage Location	A text field describing additional information relating to the seal/bin lot location.  <b>Important:</b> Do <b>not</b> enter any PII information.	Enter the storage location.
Add	Allows users to add additional seals.	<b>CLICK “Add”</b> to add additional seals, as applicable.



## 243 Storage Information Screen for Farm-Stored Seed Cotton Loan (Continued)

## C Field Descriptions and Actions for the Storage Information Screen for a Farm-Stored Seed Cotton Loan (Continued)

Field/Button	Description	Action
Clear	Clears the information entered.	CLICK “Clear”, as applicable.
<b>Seals</b>		
State County	Displays the state and county entered.	
Farm	Displays the farm number entered.	
Seal/Module	Displays the seal/module number entered.	
LBS for Loan	Displays the lbs to be placed under loan.	
Action	Allows users to edit the seal/module entered.	CLICK “Edit” to edit information.
Available Quantity	Displays the available quantity eligible for loan.	
Requested Quantity	Displays the requested quantity.	
Save & Continue		CLICK “Save and Continue” to proceed to the next screen.  Follow Part 4, Section 1 to complete the loan process.
Back		CLICK “Back” to go to the previous screen.
Cancel		CLICK “Cancel” to cancel the process and Return to the Results Screen.

244-259 (Reserved)



## Section 5 Honey Loans

## 260 Commodity Information Screen for Honey Loans

## A Overview

Honey loans are created in the same manner as other commodity loans with the exception of a few items specific to honey.

**Note:** Honey loans are currently only available for farm-stored loans.

## B Example of the Commodity Information Screen for Honey

Following is an example of the Commodity Information Screen for honey.

<b>Loan Type</b>	
*Storage:	<input type="radio"/> Warehouse <input checked="" type="radio"/> Farm
*Funding Type:	<input checked="" type="radio"/> Non-recourse <input type="radio"/> Recourse
	<input type="checkbox"/> Distress Loan
<b>Commodity</b>	
*Commodity:	HONEY
*Class/Variety/Type:	Table
Unit of Measure:	LB
<b>Conditions</b>	
*Structure:	<input checked="" type="radio"/> Measurable <input type="radio"/> Non-measurable
Condition:	None
<b>Other Information</b>	
*Number of Colonies:	
<div>Continue Back Cancel</div>	

## 260 Commodity Information Screen for Honey Loans (Continued)

**C Field Descriptions and Actions for Commodity Information Screen for Farm-Stored Honey Loans**

The following table provides field descriptions and actions for the Commodity Information Screen for farm-stored honey loans. County Offices complete this section using information from the CCC-633-Honey.

Field/Button	Description	Action
Loan Type		
Storage	Type of storage for the loan.	CLICK “Farm”.
Funding Type	The type of funding for the commodity.  Note: “Non-recourse” is defaulted.  Honey loans are always non-recourse.	CLICK “Non-recourse”.  Note: CLPS will not allow a recourse loan to be processed for honey.
Commodity		
Commodity	The commodity being placed under loan.  Note: CLPS will only display eligible commodities based on the producer’s established customer profile.	Using the “Commodity” drop-down list, select “Honey”.
Class/Variety/Type	The class/variety/type for the commodity.	Using the “Class/Variety/Type” drop-down list, select either:  • “Table” • “Non-Table”.
Unit of Measure	Displays the unit of measure for the commodity.	
Conditions		
Structure	Identifies whether the structure is measurable.  Note: Honey is always “Measurable”.	
Condition	Identifies the condition of the commodity.  Note: Condition is not applicable to honey.	
Other Information		
Number of Colonies	Colonies that produced the honey being placed under loan.	Enter the number of colonies.
Continue		CLICK “Continue” to proceed to the next screen.  Follow Part 4, Section 1 to complete the loan process.

**260 Commodity Information Screen for Honey Loans (Continued)****C Field Descriptions and Actions for Commodity Information Screen for Farm-Stored Honey Loans (Continued)**

Field/Button	Description	Action
Back		CLICK “ <b>Back</b> ” to return to previous screen.
Cancel		CLICK “ <b>Cancel</b> ” to cancel the process and return to the Search Results Screen.

**261 Storage Information Screen for Honey Loans****A Overview**

The Storage Information Screen allows users to enter storage information.

CLPS automatically:

- displays available quantity
- adds the quantity in each container to the loan to determine the requested quantity
- subtracts the requested quantity from the available quantity.

**Note:** A message is displayed when the requested quantity exceeds the available quantity. Users will need to adjust the requested loan quantity before proceeding.

261 Storage Information Screen for Honey Loans (Continued)

B Example of the Storage Information Screen for Honey Loans

Following is an example of the Storage Information Screen for honey.

**Storage Information**

**Status:** Draft

**State:** CALIFORNIA

**Loan Number:** 60002

**Commodity:** HONY - T

**Contact:** IM Farmer

**Producer Type:** PRODUCER

**County:** MERCED

**Crop Year:** 2016

**Loan Type:** FARM

**Add Lot**

\*State:

\*County:

\*Floral Source:

\*Type of Container:

Storage Location:

\*Seal Number:

\*Number of Containers:

Capacity:  GAL

\* Estimated Quantity:  LB

**Lots**

State	County	Seal	Floral Source	Count	Container	Quantity	Action
CA	MERCED	1	CLOV	5	5G_PLASTIC	250 LB	<a href="#" style="color: blue; text-decoration: underline;">Edit</a>
CA	MERCED	2	CLOV	5	5G_PLASTIC	250 LB	<a href="#" style="color: blue; text-decoration: underline;">Edit</a>

**Available Quantity:**

**Requested Quantity:**

**63,100 LB**

**500 LB**

## 261 Storage Information Screen for Honey Loans (Continued)

**C Field Descriptions and Actions on Storage Information Screen for Farm-Stored Honey Loan**

The following table provides the field descriptions and actions for the Storage Information Screen on a farm-stored honey loan. Enter information from the CCC-633-Honey.

Field/Button	Description	Action
<b>Add Lot</b>		
State	The state where the honey is located.	Using “State” drop-down list, select applicable State.
County	The county where the honey is located.	Using “County” drop-down list, select applicable county.
Floral Source	Eligible floral source used to make the honey.  See 2-LP Honey for a list of eligible sources.	Using the “Floral Source” drop-down list, select the applicable floral source.
Type of Container	Type of container in which the honey is stored.  See 2-LP Honey for a list of eligible containers.	Using the “Type of Container” drop-down list, select the applicable type of container.
Seal Number	Seal assigned to the storage container.  Defaults to 1 and increments sequentially by 1 for every unit entered.  <b>Note:</b> The seal/bin/lot may be overwritten allowing the user to free-form the seal/bin/lot description.	Enter seal number.
Number of Containers	Total number of containers of honey.	Enter number of containers.
Storage Location	Text describing additional information relating to the seal/bin lot location.  <b>Important:</b> Do not enter any PII data.	Enter additional storage location description.
Capacity	Capacity of containers in gallons.	Enter capacity of the containers.
Estimated Quantity	The estimated quantity for loan.	Enter the quantity in pounds.

## 261 Storage Information Screen for Honey Loans (Continued)

**C Field Descriptions and Actions on Storage Information Screen for Farm-Stored Honey Loan (Continued)**

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
Add	Adds the lot(s) to the loan.  The lot information will be displayed in the “Lots” section.  Repeat the process for additional lots.	CLICK “ <b>Add</b> ”.
Clear		CLICK “ <b>Clear</b> ” to remove the data entered on the screen.
<b>Lots</b>		
State	Displays the state entered.	
County	Displays the county entered.	
Seal	Displays the seal number entered.	
Floral Source	Displays the floral source entered.	
Number of Containers	Displays the number of containers entered.	
Container	Displays the container type.	
Quantity	Displays the quantity entered.	
Action	Allows the user to edit information entered.	
Available Quantity	Displays the available quantity eligible for loan.	
Requested Quantity	Displays the total requested quantity.	
Save & Continue		
Back		CLICK “ <b>Back</b> ” to return to the previous screen.
Cancel		CLICK “ <b>Cancel</b> ” to cancel the process and return to the Search Results Screen.

262-279 (Reserved)



## Section 6 Wool and Mohair Loans

## 280 Commodity Information Screen for Wool and Mohair

## A Overview

Wool and Mohair loans are entered in the same manner as other farm-stored commodity loans with the exception of a few items specific to wool and mohair.

**Note:** Wool and Mohair loans are currently only available for farm-stored loans.

## B Example of Commodity Information Screen for Wool

Following is an example of the Commodity Information Screen for wool.

Commodity Information	
<b>Status:</b>	<b>Producer Type:</b> PRODUCER
<b>State:</b> CALIFORNIA	<b>County:</b> MERCED
<b>Loan Number:</b>	<b>Crop Year:</b> 2016
<b>Commodity:</b>	<b>Loan Type:</b>
<b>Contact:</b> IM Farmer	
<b>Loan Type</b>	
*Storage: <input type="radio"/> Warehouse <input checked="" type="radio"/> Farm *Funding Type: <input checked="" type="radio"/> Non-recourse <input type="radio"/> Recourse <input type="checkbox"/> Distress Loan	
<b>Commodity</b>	
*Commodity: WOOL *Class/Variety/Type: Nongraded Unit of Measure: LB	
<b>Conditions</b>	
*Structure: <input checked="" type="radio"/> Measurable <input type="radio"/> Non-measurable Condition: None	
<b>Other Information</b>	
*Number of Head:	
Continue	Back
Cancel	

## 280 Commodity Information Screen for Wool and Mohair (Continued)

**C Field Descriptions and Actions for Commodity Information Screen for Farm-Stored Wool and Mohair Loans**

The following table provides field descriptions and actions for the Commodity Information Screen for farm-stored wool and mohair loans. County offices complete this section using the CCC-633 WM Commodity Loan Request.

Field/Button	Description	Action
Storage	Type of storage for the loan.	CLICK “ <b>Farm</b> ”.
Funding Type	The type of funding for the commodity.  <b>Note:</b> “Non-recourse” is defaulted.  All wool and mohair loans are non-recourse.	CLICK “ <b>Non-recourse</b> ” for a non-recourse loan.  CLPS will not allow a recourse loan to be processed.
Commodity		
Commodity	The commodity being placed under loan.  <b>Note:</b> CLPS will only display eligible commodities based on the producer’s established customer profile.	Using the “Commodity” drop-down list, select applicable commodity.
Class/Variety/Type	Class/variety/type for the commodity.  When wool is graded, a copy of the grading certificate from an authorized facility is required and must be placed in the loan folder.  <b>Note:</b> Mohair is always “nongraded”.	Using the drop-down list, select either:  <ul style="list-style-type: none"><li>• “<b>Graded</b>”</li><li>• “<b>Nongraded</b>”.</li></ul>
Unit of Measure	Displays the unit of measure for the commodity.	
Conditions		
Structure	Identifies whether the structure is measurable.  <b>Note:</b> This field is not applicable for Wool and Mohair.	
Condition	Identifies the condition of the commodity.  <b>Note:</b> This field is not applicable for Wool and Mohair.	
Other Information		
Number of Head	The number of head applicable to the wool or mohair.	Enter the number of head.

## 280 Commodity Information Screen for Wool and Mohair (Continued)

## C Field Descriptions and Actions for Commodity Information Screen for Farm-Stored Wool and Mohair Loans (Continued)

Field/Button	Description	Action
Continue		CLICK “ <b>Continue</b> ” to proceed to the next screen.
Back		CLICK “ <b>Back</b> ” to return to previous screen.
Cancel		CLICK “ <b>Cancel</b> ” to cancel the process.

## 281 Storage Information for Nongraded Wool and Mohair

## A Overview

The Storage Information Screen allows users to enter storage information.

CLPS automatically:

- displays available quantity
- adds the quantity to the loan to determine the requested quantity
- subtracts the requested quantity from the available quantity.

**Note:** A message is displayed when the requested quantity exceeds the available quantity. Users will need to adjust the requested loan quantity before proceeding.

County offices complete this section using the CCC-633 WM Commodity Loan Request.

## 281 Storage Information for Nongraded Wool and Mohair (Continued)

**B Example of the Storage Information Screen for a Nongraded Wool**

Following is an example of the Storage Information Screen for a nongraded wool loan.

**Add Lot**

\*State: CALIFORNIA

\*County: MERCED

\*Seal/Bin/Lot: 1

\*Quantity: LB

Storage Location:

Add Clear

**Lots**

State	County	Seal/Bin/Lot	Quantity	Action
Available Quantity:			75,000 LB	
Requested Quantity:			0 LB	

Save & Continue Back Cancel

**C Field Descriptions and Actions for the Storage Information Screen for Farm-Stored Nongraded Wool and Mohair Loans**

The following table provides the field descriptions and actions for the Storage Information Screen for a farm-stored nongraded wool and mohair loans. County Offices complete this section using the CCC-633 WM Commodity Loan Request.

Field/Button	Description	Action
<b>Add Lot</b>		
State	The state where the wool or mohair is stored.	Using "State" drop-down list, select applicable State.

## 281 Storage Information for Nongraded Wool and Mohair (Continued)

**C Field Descriptions and Actions for the Storage Information Screen for Farm-Stored Nongraded Wool and Mohair Loans (Continued)**

Field/Button	Description	Action
County	The county where the wool or mohair is located.	Using “County” drop-down list, select applicable county.
Seal/Bin/Lot	<p>The Seal/bin/lot assigned to the storage location.</p> <p>Defaults to 1 and increments sequentially by 1 for every bin entered.</p> <p><b>Note:</b> The seal/bin/lot may be overwritten allowing the user to free-form the seal/bin/lot description.</p>	Enter the seal/bin/lot.
Quantity	The quantity of wool or mohair being placed under loan.	Enter quantity in pounds.
Storage Location	<p>A text field describing additional information relating to the seal/bin lot location.</p> <p><b>Important:</b> Do <b>not</b> enter any PII information.</p>	Enter additional storage location description.
Add		<p>CLICK “<b>Add</b>” to add the lot to the loan. The lot information will be displayed in the “Lots” section.</p> <p>Repeat the process for additional lots.</p>
Clear		CLICK “ <b>Clear</b> ” to remove the data entered on the screen.
Lots		
State	Displays the state where the commodity is located.	
County	Displays the county where the commodity is located.	
Seal	Displays the seal entered.	

## 281 Storage Information for Nongraded Wool and Mohair (Continued)

## C Field Descriptions and Actions for the Storage Information Screen for Farm-Stored Nongraded Wool and Mohair Loans

Field/Button	Description	Action
<b>Lots (Continued)</b>		
Quantity	Displays the quantity entered.	
Action	Allows the user to edit information entered.	CLICK “ <b>Edit</b> ” to change information as applicable.
Available Quantity	Displays the available quantity eligible for loan.	
Requested Quantity	Displays the total requested quantity.	
Save & Continue		CLICK “ <b>Save and Continue</b> ” to proceed to the next screen.  Follow Part 4, Section 1 to complete the loan process.
Back		CLICK “ <b>Back</b> ” to return to the previous screen.
Cancel		CLICK “ <b>Cancel</b> ” to cancel the process and return to the Results Screen.

## 282 Storage Information for Graded Wool Loans

## A Overview

The Storage Information Screen allows users to enter storage information.

CLPS automatically:

- displays available quantity
- adds the quantity in each bin to the loan to determine the requested quantity
- subtracts the requested quantity from the available quantity.

**Note:** A message is displayed when the requested quantity exceeds the available quantity. Users will need to adjust the requested loan quantity before proceeding.

County Offices complete this section using the CCC-633 WM Commodity Loan Request.

## 282 Storage Information for Graded Wool Loans (Continued)

**B Example of the Storage Information Screen for Graded Wool Loans**

Following is an example of the Storage Information Screen for a graded wool loan.

Storage Information						
<b>Status:</b>		<b>Producer Type:</b> PRODUCER				
<b>State:</b> CALIFORNIA		<b>County:</b> MERCED				
<b>Loan Number:</b>		<b>Crop Year:</b> 2016				
<b>Commodity:</b> WOOL - GRD		<b>Loan Type:</b> FARM				
<b>Contact:</b> IM Farmer						
<b>Add Lot</b>						
*State:	CALIFORNIA ▼					
*County:	MERCED ▼					
*Seal/Bin/Lot:	1					
*Quantity:		LB	Storage Location:			
*Micron:						
*Schlumberger Yield:						
		<div>Add</div> <div>Clear</div>				
<b>Lots</b>						
State	County	Seal	Micron	Yield	Quantity	Action
<b>Available Quantity:</b>					<b>50,000 LB</b>	
<b>Requested Quantity:</b>					<b>0 LB</b>	
<div>Save &amp; Continue</div>		<div>Back</div>		<div>Cancel</div>		

## 283 Storage Information for Graded Wool Loans (Continued)

**C Field Descriptions and Actions for Storage Information Screen for a Farm-Stored Graded Wool Loan**

The following table provides the field descriptions and actions for the Storage Information Screen for a graded wool loan.

Field/Button	Description	Action
<b>Add Lot</b>		
State	The state where the wool is located.	Using “State” drop-down list, select applicable State.
County	The county where the wool is located.	Using “County” drop-down list, select applicable county.
Seal	<p>The Seal/bin/lot assigned to the storage location.</p> <p>Defaults to 1 and increments sequentially by 1 for every bin entered.</p> <p><b>Note:</b> The seal/bin/lot may be overwritten allowing the user to free-form the seal/bin/lot description.</p>	Enter seal/bin/lot.
Quantity	The quantity being placed under loan.	Enter the quantity in pounds.
Micron	<p>See 8-LP for source of micron.</p> <p>Micron must range be between 0.1 – 99.9</p>	Enter the Micron from the core test.
Schlumberger Yield	<p>See 8-LP for source of Schlumberger Yield.</p> <p>Yield must be between 0.1 -99.9</p>	Enter the Schlumberger yield from the core test.
Storage Location	<p>A text field describing additional information relating to the seal/bin lot location.</p> <p><b>Important:</b> Do <b>not</b> enter any PII information.</p>	Enter additional storage location description.



## 283 Storage Information for Graded Wool Loans (Continued)

**C Field Descriptions and Actions for Storage Information Screen for a Farm-Stored Graded Wool Loan (Continued)**

Field/Button	Description	Action
Add		CLICK “ <b>Add</b> ” to add the lot to the loan. The lot information will be displayed in the “Lots” section.
Clear		Repeat the process for additional lots. CLICK “ <b>Clear</b> ” to remove the data entered on the screen.
Lots		
State	Displays the stated entered.	
County	Displays the county entered.	
Seal	Displays the seal entered.	
Micron	Displays the micron entered.	
Yield	Displays the Schlumberger yield entered.	
Quantity	Displays the quantity entered.	
Action	Allows the user to edit information entered.	CLICK “ <b>Edit</b> ” to change lot information.
Available Quantity	Displays the available quantity eligible for loan.	
Requested Quantity	Displays the total requested quantity.	
Save & Continue		CLICK “ <b>Save and Continue</b> ” to proceed to the next screen.  Follow Part 4, Section 1 to complete the loan process.
Print Summary		CLICK “ <b>Print Summary</b> ” to print a summary of the bin information.
Back		CLICK “ <b>Back</b> ” to return to the previous screen.
Cancel		CLICK “ <b>Cancel</b> ” to cancel the process and return to the Search Results Screen.

284-299 (Reserved)



## Section 7 Sugar

## 300 Creating Sugar Loans

## A Overview

Sugar loans are entered into CLPS using the “**New Sugar Loan**” link from the left navigation on the Search Loans Screen.

Sugar processors request a sugar loan using a completed SU-2 according to 10-SU.

**Important:** Sugar loans are **only** issued to processors.

## B Example of the Search Loans Screen

Following is an example of the Search Loans Screen.

USDA United States Department of Agriculture  
Farm Service Agency

Commodity Loan Processing System (CLPS)

CLPS Home About CLPS Help Contact Us Exit CLPS Logout of eAuth

**CLPS Menu**  
Welcome GIZELA MEIRINHO GOVER  
Role: County User  
**Options**  
Select State & County  
Loan Making  
Search Loans  
New Loan  
**New Sugar Loan**  
New CMA Loan  
New DMA Loan  
Reports  
Blank Forms  
Forms

**Search Loans**  
State: IDAHO County: TWIN FALLS

Search  
Crop Year: 2016  
☒ Producer  
☐ Loan Number  
Search

## C Action

From the Search Loans Screen:

- CLICK “**New Sugar Loan**” from the left navigation bar. The Producer Information Screen will be displayed
- add the sugar processor according to paragraph 101.

### 301 Producer Information Screen for Sugar After Processor Selected

#### A Overview

Sugar loans differ from standard loans in that sugar is the only commodity:

- issued to processors and not the producer
- eligible for a supplemental loan
- not eligible for market gains.

#### B Example of the Producer Information Screen for Sugar After Sugar Processor Selected

Following is an example of the Producer Information Screen for Sugar after the sugar processor has been selected.

**Producer Information**

**Status:**

**State:** NEBRASKA

**Loan Number:**

**Commodity:**

**Contact:**

**Producer Type:** PRODUCER

**County:** CHASE

**Crop Year:** 2016

**Loan Type:**

---

**Loan Type**

☒ New Loan

☐ Repledged Loan

☐ Supplemental Loan

Original Loan Number:

**\*Loan Application Date:**

Producer	Share (%)	Primary Contact	Action
IM SUGAR PROCESSOR	100.00	<input checked="" type="radio"/>	<a href="#" style="color: blue; text-decoration: underline;">Delete</a>

## 301 Producer Information Screen for Sugar (Continued)

## C Field Descriptions and Actions for Producer Information Screen

The following table provides the field descriptions and actions for the Producer Information Screen for sugar.

Field/Button	Description	Action
Loan Type	Indicates the loan type. <ul style="list-style-type: none"> <li>• new loan</li> <li>• replugged loan</li> <li>• supplemental loan.</li> </ul>	Click the radio button of the applicable loan type.
Original Loan Number	Required entry when the loan is either: <ul style="list-style-type: none"> <li>• replugged loan</li> <li>• supplemental loan.</li> </ul>	Enter the original sugar loan number when applicable.
Crop Year	The crop year of the loan.	Using the “Crop Year” drop-down select the crop year.
Loan Application Date	The date the loan application request was received at the County Office.	Enter date by either: <ul style="list-style-type: none"> <li>• entering the date in the “mm/dd/yyyy” format</li> <li>• clicking “<b>Calendar</b>” icon.</li> </ul>
Producer	Displays the name of the sugar processor selected.	
Share	Displays the share percentage.  Sugar loans are always 100%.	
Primary Contact	Displays the primary contact for the loan.  The sugar processor will always be the primary contact.	
Action	Allows user to delete the sugar processor.	CLICK “ <b>Delete</b> ” the sugar processor when applicable.
Continue		CLICK “ <b>Continue</b> ” to proceed to the next screen.
Cancel		CLICK “ <b>Cancel</b> ” to cancel the process and return to the Search Results Screen.

## 302 Commodity Information Screen for Farm-Stored Sugar Loan

## A Overview

Sugar loans are created in the same manner as other loans with the exception of a few items specific to sugar.

The following commodities are eligible for farm-stored sugar loans:

- in-process beet sugar
- in-process cane sugar.

## B Example of the Commodity Information Screen for Farm-Stored Sugar Loan

Following is an example of the Commodity Information Screen for a farm-stored sugar loan.

Commodity Information	
<b>Status:</b>	<b>Producer Type:</b> PRODUCER
<b>State:</b> IDAHO	<b>County:</b> TWIN FALLS
<b>Loan Number:</b>	<b>Crop Year:</b> 2016
<b>Commodity:</b>	<b>Loan Type:</b>
<b>Contact:</b> IM SUGAR PROCESSOR	
<b>Loan Type</b>	
*Storage: <input type="radio"/> Warehouse <input checked="" type="radio"/> Farm *Funding Type: <input checked="" type="radio"/> Non-recourse <input type="radio"/> Recourse <input type="checkbox"/> Distress Loan	
<b>Commodity</b>	
*Commodity: IN PROCESS BEET SUGAR ▼ Class/Variety/Type: <Select Class/Variety/Type> ▼ Unit of Measure: LB	
<b>Storage</b>	
*State: IDAHO ▼ *County: TETON ▼	
<b>Region</b>	
*Region Code: 6 ▼	
<b>Conditions</b>	
*Structure: <input checked="" type="radio"/> Measurable <input type="radio"/> Non-measurable Condition: None ▼	
<input type="button" value="Continue"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/>	

## 302 Commodity Information Screen for Farm-Stored Sugar Loan (Continued)

**C Field Descriptions and Actions on the Commodity Information Screen for Farm-Stored Sugar Loans**

The following table provides field descriptions and actions on the Commodity Information Screen for farm-stored sugar loans. County Offices complete this section using the SU-2.

Field/Button	Description	Action
Loan Type		
Storage	The type of storage for the loan.	CLICK “Farm”.
Funding Type	The type of funding for the commodity.  <b>Note:</b> All sugar loans are non-recourse and the radio button is grayed out.	
Distress Loan	Indicates if the loan is a distressed loan.  <b>Note:</b> Sugar loans are not eligible and the radio button is grayed out.	
Commodity		
Commodity	The type of commodity.	Using the “Commodity” drop-down list, select either:  <ul style="list-style-type: none"><li>• “In-Process Beet Sugar”</li><li>• “In-Process Cane Sugar”.</li></ul>
Class/Variety/Type	Class/variety/type for the commodity.  <b>Note:</b> This field is <b>not</b> applicable for sugar.	
Unit of Measure	Displays the unit of measure for the commodity.	
Storage		
State	The state where the sugar is located.	Using “State” drop-down list, select applicable State.
County	The county where the sugar is located.	Using “County” drop-down list, select applicable county.
Region		
Region Code	Identifies the region according to 10-SU, Exhibit 9 where stored.  <b>Note:</b> The region determines the loan rate for sugar.	Using the “Region” drop-down list, select the applicable region where the sugar is *--processed.--*

**302 Commodity Information Screen for Farm-Stored Sugar Loan (Continued)****C Field Descriptions and Actions on the Commodity Information Screen for Farm-Stored Sugar Loans (Continued)**

Field/Button	Description	Action
<b>Conditions</b>		
Structure	Identifies whether the structure is measurable.  <b>Note:</b> This field is <b>not</b> applicable for sugar.	
Condition	Identifies the condition of the commodity.  <b>Note:</b> This field is <b>not</b> applicable to sugar.	
Continue		CLICK “ <b>Continue</b> ” to proceed to the next screen.
Back		CLICK “ <b>Back</b> ” to return to previous screen.
Cancel		CLICK “ <b>Cancel</b> ” to cancel the process.

**303 Commodity Screen for Warehouse-Stored Sugar Loans****A Overview**

Sugar loans are created in the same manner as other loans with the exception of a few items specific to sugar. The following commodities are eligible for warehouse-stored sugar loans:

- refined beet sugar
- raw cane sugar.



## 303 Commodity Screen for Warehouse-Stored Sugar Loans (Continued)

**B Example of the Commodity Information Screen for a Warehouse-Stored Sugar Loan**

Following is an example of the Commodity Information Screen for a warehouse-stored sugar loan.

Commodity Information	
<b>Status:</b>	<b>Producer Type:</b> PRODUCER
<b>State:</b> IDAHO	<b>County:</b> TETON
<b>Loan Number:</b>	<b>Crop Year:</b> 2016
<b>Commodity:</b>	<b>Loan Type:</b>
<b>Contact:</b> IM SUGAR PROCESSOR	
<b>Loan Type</b> *Storage: <input checked="" type="radio"/> Warehouse <input type="radio"/> Farm *Funding Type: <input checked="" type="radio"/> Non-recourse <input type="radio"/> Recourse <input type="checkbox"/> Distress Loan	
<b>Commodity</b> *Commodity: BEET SUGAR ▼ Class/Variety/Type: <Select Class/Variety/Type> ▼ Unit of Measure: LB	
<b>Warehouse</b> *Warehouse Code: 123456 *State: IDAHO ▼ *County: NEZ PERCE ▼	
<b>Region</b> *Region Code: 6 ▼	
<b>Conditions</b> *Structure: <input checked="" type="radio"/> Measurable <input type="radio"/> Non-measurable Condition: None ▼	
<div>Continue Back Cancel</div>	

## 303 Commodity Information Screen for Warehouse-Stored Sugar Loans (Continued)

**C Field Descriptions and Actions on the Commodity Information Screen for Warehouse-Stored Sugar Loan**

The following table provides field descriptions and actions on the Commodity Information Screen for a warehouse-stored sugar loan. County offices complete this section using the SU-2.

Field/Button	Description	Action
Loan Type		
Storage	The type of storage for the loan.	CLICK “Warehouse”.
Funding Type	The type of funding for the commodity.  <b>Note:</b> All sugar loans are non-recourse and the radio button is grayed out.	
Distress Loan	Indicates if the loan is a distressed loan.  <b>Note:</b> Sugar loans are not eligible and the radio button is grayed out.	
Commodity		
Commodity	The type of commodity.	Using the drop-down list, select either:  • “Beet Sugar” • “Raw Cane Sugar”.
Class/Variety/Type	Class/variety/type for the commodity.  <b>Note:</b> This field is <b>not</b> applicable for sugar.	
Unit of Measure	Displays the unit of measure for the commodity.	
Warehouse		
Warehouse Code	Identifies the warehouse code.	Enter the warehouse code.
State	The state where the sugar is located.	Using “State” drop-down list, select applicable State.
County	The county where the sugar is located.	Using “County” drop-down list, select applicable county.

## 303 Commodity Information Screen for Warehouse-Stored Sugar Loans (Continued)

## C Field Descriptions and Actions on the Commodity Information Screen for Warehouse-Stored Sugar Loan (Continued)

Field/Button	Description	Action
<b>Region</b>		
Region Code	<p>Identifies the region according to 10-SU, Exhibit 9.</p> <p>*--The region where the sugar is processed determines the loan rate--* for beet sugar.</p> <p>This field is only applicable for beet sugar.</p>	Using the “Region Code” drop-down list, select the applicable region.
<b>Conditions</b>		
Structure	<p>Identifies if the structure can be measured.</p> <p><b>Note:</b> This field is <b>not</b> applicable to warehouse-stored loans.</p>	
Condition	<p>Identifies the condition of the commodity.</p> <p><b>Note:</b> This field is <b>not</b> applicable to sugar.</p>	
Continue		CLICK “ <b>Continue</b> ” to proceed to the next screen.
Back		Follow Part 4, Section 1 to complete the loan process.
Cancel		CLICK “ <b>Back</b> ” to return to previous screen.
		CLICK “ <b>Cancel</b> ” to cancel the process and return to the Search Results Screen.

304-349 (Reserved)



**Section 8 Commodity Certificate Exchange Turn Around Loans****350 Processing CCE Turn-Around Loans****A Overview**

Turn-around loans is a special designation for a loan that is requested, approved for disbursement, and immediately exchanged with a commodity certificate purchased on the same day.

**Note:** This option is not authorized for agents designated on the CCC-605.

**B Action**

To process a turn-around loan, users will:

- create and disburse the loan according to Part 4

**Notes:** Lien searches and UCC filing dates are not applicable for turn-around loans.

CLPS requires lien search and UCC filing dates. User will enter the application date in the lien search and UCC filing dates fields.

- certify and sign the loan package in NPS according to 3-FI
- follow Part 7 to process the CCE.

**Note:** Users must select “Full Repayment” for the repayment option.

**351-399 (Reserved)**

**Part 5 (Reserved)**

**400-549 (Reserved)**

**Part 6 (Reserved)**

**550-699 (Reserved)**



## Part 7 Routine Loan Servicing

### Section 1 General Information

#### 700 Overview of Loan Servicing Screen

##### A Overview

After a loan is disbursed, the Loan Servicing Screen is the starting point to:

- process repayments
- cancel a disbursed loan
- process a forfeiture
- record a violation
- transfer to receivables
- \*--process farm to warehouse transfers--\*
- accelerate loan maturity
- print loan summary
- print CCC-500M.

##### B Example of Loan Servicing Screen

The following is an example of the Loan Servicing Screen.

Loan Servicing									
<b>Status:</b> Disbursed <b>State:</b> KANSAS <b>Loan Number:</b> 10092 <b>Commodity:</b> SOYA - YSB <b>Contact:</b> IM FARMER	<b>Producer Type:</b> PRODUCER <b>County:</b> CRAWFORD <b>Crop Year:</b> 2016 <b>Loan Type:</b> FARM								
<div style="border: 1px solid #0056b3; padding: 5px;"> <b>Loan Detail</b> <div style="text-align: center; padding: 10px;"> <b>Disbursement Date:</b> 12/01/2016  <b>Maturity Date:</b> 09/30/2017  <b>Interest Rate:</b> 1.7500%  <b>Quantity Remaining:</b> 21,000 BU  <b>Principal Remaining:</b> \$105,000.00           </div> <div style="padding: 10px;">             *Select an action to perform: <span style="border: 1px solid #ccc; padding: 2px 10px;">-- Select action --</span> <span style="border: 1px solid #ccc; padding: 2px 10px;">Go</span> </div> <div style="text-align: center; padding: 10px;"> <span style="border: 1px solid #ccc; padding: 2px 10px;">Print Summary</span> </div> </div>									
<div style="border: 1px solid #0056b3; padding: 5px;"> <b>Transactions</b> <div style="text-align: center; padding: 5px;"> <span style="border: 1px solid #ccc; padding: 2px 10px;">Delete Selected Transaction</span> </div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th>Date</th> <th>Transaction Type</th> <th>Status</th> <th>Actions</th> </tr> </thead> <tbody> <tr style="background-color: #f2f2f2;"> <td colspan="4">None</td> </tr> </tbody> </table> <div style="text-align: center; padding: 5px;"> <span style="border: 1px solid #ccc; padding: 2px 10px;">Delete Selected Transaction</span> </div> </div> <div style="text-align: center; padding: 10px;"> <span style="border: 1px solid #ccc; padding: 2px 10px;">Exit</span> </div>		Date	Transaction Type	Status	Actions	None			
Date	Transaction Type	Status	Actions						
None									

## 700 Overview of Loan Servicing Screen (Continued)

## C Field Descriptions and Actions for Loan Servicing Screen

The following table provides field descriptions and actions on the Loan Servicing Screen.

Field/Button	Description	Action
<b>Loan Detail</b>		
Disbursement Date	Displays the date the loan was disbursed.	
Maturity Date	Displays the maturity date.	
Interest Rate	Displays the interest rate in effect on the date of disbursement.  <b>Note:</b> The interest rate changes in January and is used to calculate applicable interest for days outstanding after January 1 <sup>st</sup> .	
Quantity Remaining	Displays the outstanding quantity.	
Principal Remaining	Displays the outstanding principal.	
Select an action to perform	Allows the user to select a loan servicing option.  <b>Notes:</b> The “Forfeiture” option becomes available on the 1 <sup>st</sup> day after loan maturity for warehouse-stored loans.  *--The “Violation” and “Farm to Warehouse Transfer” options are only available for--* farm-stored loans.	Select 1 of the following from the drop-down list:  <ul style="list-style-type: none"> <li>• “Accelerate”</li> <li>• “Cancel Loan”</li> <li>• *--“Farm to Warehouse Transfer”--*</li> <li>• “Forfeiture”</li> <li>• “Repayment”</li> <li>• “Transfer to Receivables”</li> <li>• “Violations”.</li> </ul>
Go		CLICK “Go” after option has been selected.



## 700 Overview of Loan Servicing Screen (Continued)

## C Field Descriptions and Actions for Loan Servicing Screen

Field/Button	Description	Action
<b>Transactions</b>		
Date	Displays the date of repayment.	
Transaction Type	Displays the transaction type.	
Status	Displays the transaction status.	
Actions	Allows users to print: <ul style="list-style-type: none"> <li>transaction summary</li> <li>CCC-500M.</li> </ul>	Click either: <ul style="list-style-type: none"> <li><b>“Summary”</b></li> <li><b>“CCC-500M”</b>.</li> </ul>
Amount	Displays the amount repaid.	
Principal	Displays the principal repaid.	
Interest	Displays the interest repaid.	
Delete Selected Transaction	Allows users to delete a transaction.  Transactions can only be deleted when: <ul style="list-style-type: none"> <li>checkbox is checked</li> <li>remittance is activated in NRRS.</li> </ul> Follow paragraph 1150 for cancelling transactions.	CLICK <b>“Delete Selected Transaction”</b> .
Exit		CLICK <b>“Exit”</b> to return to the Search Results Screen.

701-709 (Reserved)



## Section 2 Repayments

## 710 Initial Repayment Screen


## A Overview

Repayments can be processed for any of the following:

- regular (principal plus interest)
- market price
- commodity certificate exchanges (CCE)
- full repayments
- partial repayments
- lump sum repayments
- adjustments for small balances due.

## B Example of Repayment Screen

Following is an example of the Repayment Screen

Repayment	
<b>Status:</b> Disbursed	<b>Producer Type:</b> PRODUCER
<b>State:</b> KANSAS	<b>County:</b> CRAWFORD
<b>Loan Number:</b> 10055	<b>Crop Year:</b> 2016
<b>Commodity:</b> WHEAT - SRW	<b>Loan Type:</b> FARM
<b>Contact:</b> IM FARMER	
<b>Repayment Type:</b>	
<b>Disbursement Date:</b> 09/28/2016 <b>Interest Rate:</b> 1.5000%	
<b>Outstanding Quantity</b>	
<b>Maturity Date:</b> 06/30/2017	
<b>Quantity Remaining:</b> 8,050.00 BU	
<b>Principal Remaining:</b> \$19,481.00	
<b>Repayment Type</b>	
<input type="radio"/> Regular (P&I) <input type="radio"/> Market Price <input type="radio"/> Commodity Certificate	
<b>Repayment Options</b>	
<input type="radio"/> Full <input type="radio"/> Partial <input type="radio"/> Lump Sum	
<b>Repayment Detail</b>	
* Are there Lock-Ins on file? <input type="radio"/> Yes <input checked="" type="radio"/> No * Was this repayment received prior to today? <input type="radio"/> Yes <input type="radio"/> No * Repayment Date: <input type="text"/>  * Reason: <input type="text" value="Select Reason"/>	
<input type="button" value="Continue"/>	<input type="button" value="Cancel"/>

## 710 Initial Repayment Screen (Continued)

## C Field Descriptions and Actions for Loan Servicing Screen

The following table provides field descriptions and actions on the Loan Servicing Screen.

Field/Button	Description	Action
Outstanding Quantity		
Maturity Date	Displays the maturity date.	
Quantity Remaining	Displays the outstanding quantity.	
Principal Remaining	Displays the outstanding principal.	
Repayment Type		
Regular	Repayment is calculated at principal and interest.	CLICK “Regular”.
Market Price	Repayment is calculated using the applicable market price for the commodity.  * * *	CLICK “Market Price”.
Commodity Certificate	This option is used when the producer has purchased an electronic commodity certificate for immediate exchange of quantity.  Repayment is calculated using the market price for the commodity.  * * *	CLICK “Commodity Certificate”.
Repayment Options		
Full	Repays the remaining outstanding quantity of the loan.	CLICK “Full”.
Partial	Repays a partial quantity.  Note: Warehouse loans must repay an entire receipt.	CLICK “Partial”.
Lump Sum	Repays a specific quantity.  Notes: This option is not available for: <ul style="list-style-type: none"><li>• warehouse loans</li><li>• market price repayments</li><li>• CCC repayments.</li></ul>	CLICK “Lump Sum”.

## 710 Initial Repayment Screen (Continued)

## C Field Descriptions and Actions for Loan Servicing Screen (Continued)

Field/Button	Description	Action
<b>Repayment Detail</b>		
Are there lock-ins on file?	<p>Allows users to check if a CCC-697 is on file.</p> <p><b>Note:</b> Lock-ins are:</p> <ul style="list-style-type: none"> <li>calculated using the date on the CCC-697</li> <li>are not allowed for CCE repayments.</li> </ul>	<p>Click applicable Yes/No radio button.</p> <p><b>Note:</b> “No” is defaulted”</p>
Was this repayment received prior to today?	Allows users to calculate a repayment based on the date the repayment was received in the County Office.	<p>CLICK:</p> <ul style="list-style-type: none"> <li>“<b>Yes</b>” when the repayment was received before the current date</li> <li>“<b>No</b>” to calculate using the current date. CLPS will populate the current date.</li> </ul>
Repayment Date	The date that the repayment was received in the County Office.	<p>Enter date by either:</p> <ul style="list-style-type: none"> <li>entering the date in the “mm/dd/yyyy” format</li> <li>clicking “Calendar” icon.</li> </ul>
Reason	<p>Allows users to enter a reason when the repayment is:</p> <ul style="list-style-type: none"> <li>for a CCE repayment</li> </ul>	<p>Enter one of the following reason codes when applicable:</p> <ul style="list-style-type: none"> <li>“<b>Correction</b>”</li> <li>“<b>CCC-694-2 previously submitted</b>”</li> <li>“<b>System outage</b>”.</li> </ul>
Continue		CLICK “ <b>Continue</b> ” to proceed to the next screen.
Cancel		CLICK “ <b>Cancel</b> ” to cancel the process and return to the Loan Servicing Screen.

## 711 Repayment Quantities Screen Farm-Stored Loan

### A Overview

The Repayment Quantities Screen is displayed for farm-stored quantities being repaid using either of the following repayment options:

- partial
- lump sum.

**Note:** This screen is not displayed when “Full” has been selected.

### B Example of Repayment Quantities Screen Farm-Stored Loan

Following is an example of the Repayment Screen for a farm-stored loan.

Repayment Quantities				
<b>Status:</b> Disbursed		<b>Producer Type:</b> PRODUCER		
<b>State:</b> KANSAS		<b>County:</b> CRAWFORD		
<b>Loan Number:</b> 10055		<b>Crop Year:</b> 2016		
<b>Commodity:</b> WHEAT - SRW		<b>Loan Type:</b> FARM		
<b>Contact:</b> IM FARMER				
<b>Repayment Type:</b> REGULAR (P&I)				
<b>Disbursement Date:</b> 09/28/2016		<b>Interest Rate:</b> 1.5000%		
<b>Disbursement Reduction:</b> 0.0000%				
Seal/ Bin/Lot	Loan Rate	Outstanding Quantity	Outstanding Principal	Select Quantity
1	\$2.42	8,050 BU	\$19,481.00	<input type="text" value="0"/>
<b>State - County:</b> KS CRAWFORD				
<input type="button" value="Continue"/>		<input type="button" value="Back"/>		<input type="button" value="Cancel"/>

### C Field Descriptions and Actions for Repayment Quantities Screen Farm-Stored Loan

The following table provides field descriptions and actions on the Repayment Quantities Screen for a farm-stored loan.

Field/Button	Description	Action
Disbursement Date	Displays the date the loan was disbursed.	

## 711 Repayment Quantities Screen Farm-Stored Loan (Continued)

## C Field Descriptions and Actions for Repayment Quantities Screen Farm-Stored Loan (Continued)

Field/Button	Description	Action
Interest Rate	Displays the interest rate in effect on the date of disbursement.  <b>Note:</b> The interest rate changes to the rate in effect as of January and is used to calculate applicable interest for days outstanding after January 1 <sup>st</sup> .	
Disbursement Reduction	Displays the percentage of the loan that was reduced due to eligibility conditions.  See 8-LP for applicable reductions.	
Seal/Bin/Lot	Displays the seal/bin/lot.	
Loan Rate	Displays the loan rate.	
Outstanding Quantity	Displays the outstanding quantity associated with the seal/bin/lot.	
Outstanding Principal	Displays the outstanding principal associated with the seal/bin/lot.	
Select Quantity	The quantity selected to repay.	Enter the quantity to repay.
Continue		CLICK “ <b>Continue</b> ” to proceed to the next screen.
Back		CLICK “ <b>Back</b> ” to return to the previous screen.
Cancel		CLICK “ <b>Cancel</b> ” to cancel the process and return to the Loan Servicing Screen.

## 712 Repayment Quantities Screen Warehouse-Stored Loan

## A Overview

The Repayment Quantities Screen is displayed for warehouse-stored quantities being repaid using the “Partial” option.

**Note:** This screen is not displayed when “Full” has been selected.

## 712 Repayment Quantities Screen Warehouse-Stored Loan (Continued)

**B Example of Repayment Quantities Screen Warehouse-Stored Loan**

Following is an example of the Repayment Screen for a warehouse-stored loan

Repayment Quantities				
<b>Status:</b> Disbursed		<b>Producer Type:</b> PRODUCER		
<b>State:</b> NEBRASKA		<b>County:</b> CHASE		
<b>Loan Number:</b> 10224		<b>Crop Year:</b> 2016		
<b>Commodity:</b> CORN - YC		<b>Loan Type:</b> WAREHOUSE		
<b>Contact:</b> IM FARMER				
<b>Repayment Type:</b> REGULAR (P&I)				
<b>Disbursement Date:</b> 12/01/2016		<b>Interest Rate:</b> 1.7500%		
<b>Disbursement Reduction:</b> 0.00%				
Select	Receipt No.	Loan Rate	Outstanding Quantity	Outstanding Principal
<input type="checkbox"/>	796	\$1.94	35,000.00 BU	\$67,900.00
<input type="checkbox"/>	797	\$1.94	2,572.34 BU	\$4,990.34
<div>Continue Back Cancel</div>				

**C Field Descriptions and Actions for Repayment Quantities Screen for Warehouse-Stored Loan**

The following table provides field descriptions and actions on the Repayment Quantities Screen for a warehouse stored loan.

Field/Button	Description	Action
Disbursement Date	Displays the date the loan was disbursed.	
Interest Rate	Displays the interest rate in effect on the date of disbursement.  <b>Note:</b> The interest rate changes to the rate in effect as of January and is used to calculate applicable interest for days outstanding after January 1 <sup>st</sup> .	



**712 Repayment Quantities Screen Warehouse-Stored Loan (Continued)****C Field Descriptions and Actions for Repayment Quantities Screen for Warehouse-Stored Loan (Continued)**

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
Disbursement Reduction	Displays the percentage of the loan that was reduced due to eligibility conditions.  See 8-LP for applicable reductions.	
Select	A checkbox used to select the warehouse receipt to repay.	Click checkbox of warehouse receipt that is being repaid.
Receipt No.	Displays the warehouse receipt number.	
Loan Rate	Displays the loan rate of the warehouse receipt.	
Outstanding Quantity	Displays the outstanding quantity on the warehouse receipt.	
Outstanding Principal	Displays the outstanding principal on the warehouse receipt.	
Continue		CLICK <b>“Continue”</b> to proceed to the next screen.
Back		CLICK <b>“Back”</b> to return to the previous screen.
Cancel		CLICK <b>“Cancel”</b> to cancel the process and return to the Loan Servicing Screen.

**713 Other Adjustments Screen****A Overview**

The Other Adjustment Screen displays any adjustments associated with the repayment.

Adjustments to the calculated repayment include any of the following:

- interest waived
- denied market gain.

## 713 Other Adjustments Screen

## B Example of Adjustment Screen

Following is an example of the Adjustment Screen.

Other Adjustments			
<b>Status:</b> Disbursed		<b>Producer Type:</b> PRODUCER	
<b>State:</b> KANSAS		<b>County:</b> CRAWFORD	
<b>Loan Number:</b> 10055		<b>Crop Year:</b> 2016	
<b>Commodity:</b> WHEAT - SRW		<b>Loan Type:</b> FARM	
<b>Contact:</b> IM FARMER			
<b>Repayment Type:</b> REGULAR (P&I)			
<b>Disbursement Date:</b> 09/28/2016		<b>Interest Rate:</b> 1.5000%	
Other Adjustments			
Seal/ Bin/Lot	Interest Paid	Interest Waived	Denied Gain
1	\$29.14	\$0.00	\$0.00
<input type="button" value="Continue"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/>			

## C Field Descriptions and Actions for Other Adjustment Screen

The following table provides field descriptions and actions on the Other Adjustment Screen.

Field/Button	Description	Action
Disbursement Date	Displays the date the loan was disbursed.	
Interest Rate	Displays the interest rate in effect on the date of disbursement.  <b>Note:</b> The interest rate changes to the rate in effect as of January and is used to calculate applicable interest for days outstanding after January 1 <sup>st</sup> .	
Seal/Bin/Lot. or Receipt No.	Displays the seal/bin/lot number for a farm-stored loan.	
	Displays warehouse receipt number for a warehouse-stored loan.	

## 713 Other Adjustments Screen

## C Field Descriptions and Actions for Other Adjustment Screen (Continued)

Field/Button	Description	Action
Interest Paid	The calculated interest paid for the repayment	
Interest Waived	The calculated waived interest.  Waived Interest is applicable when the repayment rate is less than a principal plus interest repayment.	
Denied Gain	Displays any denied market gain.  <b>Note:</b> See 8-LP for when denied market gain is applicable.	
Continue		CLICK “ <b>Continue</b> ” to proceed to the next screen.
Back		CLICK “ <b>Back</b> ” to return to the previous screen.
Cancel		CLICK “ <b>Cancel</b> ” to cancel the process and return to the Loan Servicing Screen.

## 714 Market Gain Screen

## A Overview

The Market Gain Screen displays repayment details when the repayment is for either:

- market gain
- CCE repayment.

## 714 Market Gain Screen (Continued)

## B Example of Market Gain Screen (Continued)

Following is an example of the Market Gain Screen.

Market Gain				
<b>Status:</b> Disbursed		<b>Producer Type:</b> PRODUCER		
<b>State:</b> NEBRASKA		<b>County:</b> CHASE		
<b>Loan Number:</b> 10001		<b>Crop Year:</b> 2016		
<b>Commodity:</b> WHEAT - HWW		<b>Loan Type:</b> FARM		
<b>Contact:</b> IM FARMER				
<b>Repayment Type:</b> MARKET PRICE				
<hr/>				
<b>Disbursement Date:</b> 07/20/2016		<b>Interest Rate:</b> 1.6250%		
<b>Quantity Detail</b>				
Seal/ Bin/Lot	CCC Determined	Quantity Liquidated	Principal Liquidated	Gross Market Gain
1	\$2.8100	10,000.00	\$30,400.00	\$2,300.00
Location: NE CHASE				
<b>Calculated Net Market Gain</b>				
Producer	Net Market Gain		Share	
IM FARMER	\$2,300.00		100.00%	
<b>Gross Market Gain:</b> \$2,300.00				
<b>Denied Gain:</b> \$0.00				
<b>Total Net Market Gain:</b> \$2,300.00				
<input type="button" value="Continue"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/>				

## C Field Descriptions and Actions for Market Gain Screen

The following table provides the field descriptions and actions for the Market Gain Screen.

Field/Button	Description	Action
<b>Quantity Detail</b>		
Seal/Bin/Lot. or Receipt No.	Displays the seal/bin/lot number for a farm-stored loan.  Displays warehouse receipt number for a warehouse-stored loan.	
CCC Determined	The calculated repayment rate.	

## 714 Market Gain Screen (Continued)

## C Field Descriptions and Actions for Market Gain Screen (Continued)

Field/Button	Description	Action
<b>Quantity Detail (Continued)</b>		
Quantity Liquidated	Collateral repaid after current transaction is finalized.	
Principal Liquidated	Amount of principal repaid after current transaction is completed.	
Gross Market Gain	Market gain calculated without any reductions due to eligibility.	
<b>Calculated Market Gain</b>		
Producer	Displays the primary contact producer on loan.	
Net Market Gain	Displays market gain attributed based on share percentage.	
Share	Displays the producer share of the loan.	
Gross Market Gain	Displays the gross market gain.	
Denied Market Gain	Displays the denied market gain.	
Total Net Market Gain	Displays the total net market gain.	
Continue		CLICK “ <b>Continue</b> ” to proceed to the next screen.
Back		CLICK “ <b>Back</b> ” to go to the previous screen.
Cancel		CLICK “ <b>Cancel</b> ” to cancel process and return to the Loan Servicing Screen.

## 715 Remittance Detail Screen

## A Overview

The Remittance Detail Screen captures the remittance details for the repayment.

**Note:** See 64-FI for preparing the Schedule of Deposit.

## 715 Remittance Detail Screen (Continued)

**B Example of the Remittance Detail Screen.**

Following is an example of the Remittance Detail Screen.

Remittance Detail											
<b>Status:</b> Disbursed	<b>Producer Type:</b> PRODUCER										
<b>State:</b> NEBRASKA	<b>County:</b> CHASE										
<b>Loan Number:</b> 10001	<b>Crop Year:</b> 2016										
<b>Commodity:</b> WHEAT - HWW	<b>Loan Type:</b> FARM										
<b>Contact:</b> IM FARMER											
<b>Repayment Type:</b> REGULAR (P&I)											
<hr/>											
<b>Disbursement Date:</b> 07/20/2016	<b>Interest Rate:</b> 1.6250%										
<hr/>											
<b>Payment Detail</b>											
<b>Repayment Date:</b> 12/30/2016 <b>Maturity Date:</b> 03/01/2017 <b>Quantity Remaining:</b> 29,000 BU <b>Quantity Liquidated:</b> 1,000 BU <b>Principal Remaining:</b> \$88,160.00 <b>Principal Liquidated:</b> \$3,040.00 <b>Interest Amount:</b> \$21.79 <b>Total Due:</b> \$3,061.79											
<hr/>											
<b>Add Remittance</b>											
<b>*Payment Method:</b> <Select Payment method> ▼ <b>*Remittance Number:</b> <input type="text"/> <b>*Remittance Amount:</b> <input type="text"/> <b>*Repayment Amount:</b> <input type="text"/> <b>*Remitter Name:</b> <input type="button" value="Select Remitter from SCIMS"/> <input type="button" value="Add"/> <input type="button" value="Clear"/>											
<hr/>											
<b>Remittances</b>											
<table border="1"> <thead> <tr> <th>Payment Method</th> <th>Remittance Number</th> <th>Remittance Amount</th> <th>Repayment Amount</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>None</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Payment Method	Remittance Number	Remittance Amount	Repayment Amount	Actions	None				
Payment Method	Remittance Number	Remittance Amount	Repayment Amount	Actions							
None											
<b>Total Due:</b> \$3,061.79 <b>Total Remitted:</b> \$0.00											
<b>*State:</b> NEBRASKA ▼ <b>*Office:</b> <Select Office> ▼											
<input type="button" value="Continue"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/>											

## 715 Remittance Detail Screen (Continued)

**C Field Descriptions and Actions for the Remittance Details Screen**

The following table provides the field descriptions and actions for the remittance details.

Field/Button	Description	Action
Payment Detail		
Repayment Date	Displays the repayment date.	
Maturity Date	Displays the maturity date.	
Quantity Remaining	Displays the quantity remaining after the repayment is processed.	
Quantity Liquidated	Displays the quantity liquidated.	
Principal Remaining	Displays the remaining principal after the repayment is processed.	
Interest Amount	Displays the amount of interest calculated for the repayment.	
Total Due	Displays the total amount due.	
Add Remittance		
Payment Method	<p>The type of remittance.</p> <p>See 64-FI for additional information on remittance types.</p> <p><b>Note:</b> When an adjustment is being applied to the total amount due, user must process the repayment before processing the adjustment amount.</p>	<p>Using the “Payment Method” drop-down, click either:</p> <ul style="list-style-type: none"><li>• <b>“Personal Check”</b></li><li>• <b>“Cashier Check”</b></li><li>• <b>“Money Order”</b></li><li>• <b>“Multi-Party Check”</b></li><li>• <b>“Wire Transfer”</b></li><li>• <b>“Cash &amp; Coin”</b></li><li>• <b>“Centralized Cotton Redemption”</b> (for warehouse cotton only)</li><li>• <b>“Adjustment”</b>.</li></ul>

## 715 Remittance Detail Screen (Continued)

**C Field Descriptions and Actions for the Remittance Detail Screen (Continued)**

The following table provides the field descriptions and actions for the remittance details.

Field/Button	Description	Action
Remittance Number	The number associated with the remittance type, such as check number.  <b>Notes:</b> See 64-FI for repayments received in cash.  The remittance number is <b>never</b> the remittance number in NRRS.	Enter the number associated with the remittance type.
Remittance Amount	The dollar amount written on the check or item number.  <b>Note:</b> The remittance amount may be greater than the repayment amount.	Enter total amount of the remittance in dollars and cents.
Repayment Amount	The amount of the repayment.	Enter the repayment amount in dollars and cents.
Remitter Name	Displays name of the person issuing the repayment.  <b>Note:</b> Automatically populated based on the name selected from SCIMS.	
Select Remitter from SCIMS		<ul style="list-style-type: none"> <li>• CLICK “<b>Select Remitter from SCIMS</b>”</li> <li>• SCIMS Search Page will be displayed</li> <li>• select the remitter from SCIMS.</li> </ul>
Add		CLICK “ <b>Add</b> ” to apply the remittance to the transaction.  Repeat the process to add additional remittances.
Clear		CLICK “ <b>Clear</b> ” to delete the information entered.



## 715 Remittance Detail Screen (Continued)

## C Field Descriptions and Actions for the Remittance Detail Screen (Continued)

Field/Button	Description	Action
<b>Remittances</b> Items in this section are blank until users clicks “Add”.		
Payment Method	Displays the payment type selected.	
Remittance Number	Displays the check/Item number entered.	
Remittance Amount	Displays the dollar amount on check/item entered.	
Repayment Amount	Displays the dollar amount applied to repayment.	
Actions	Provides a link to access entries recorded from “Add Remittance” section.	CLICK “ <b>Edit</b> ” to re-access the entry for editing.
Total Due	The total amount due.	
Total Remitted	The total amount remitted.  <b>Note:</b> The total amount remitted <b>must</b> equal the total amount due. CLPS will not allow the repayment to be completed until the total remitted amount equals the total due.	
State/Office	Provides a listing of all County Offices in State.  <b>Note:</b> CLPS will display the State and county selection on two separate drop-down lists for State administrative users.	Select State and County Office in which the physical payment is being collected.
Continue		CLICK “ <b>Continue</b> ” to proceed to the next screen.
Back		CLICK “ <b>Back</b> ” to return to the previous screen.
Cancel		CLICK “ <b>Cancel</b> ” and return to the Loan Servicing Screen.

## 716 Remittance Confirmation Screen

## A Overview

The Repayment Confirmation Screen displays all the repayment details.

**Important:** It is recommended to screen-print this page for 2<sup>nd</sup> party review.

## 716 Remittance Confirmation Screen (Continued)

**B Example of the Remittance Confirmation Screen**

Following is an example of the Remittance Confirmation Screen.

Remittance Confirmation			
<b>Status:</b> Disbursed		<b>Producer Type:</b> PRODUCER	
<b>State:</b> NEBRASKA		<b>County:</b> CHASE	
<b>Loan Number:</b> 10001		<b>Crop Year:</b> 2016	
<b>Commodity:</b> WHEAT - HWW		<b>Loan Type:</b> FARM	
<b>Contact:</b> IM Farmer			
<b>Repayment Type:</b> MARKET PRICE			
<b>Disbursement Date:</b> 07/20/2016		<b>Interest Rate:</b> 1.6250%	
<b>Repayment Date:</b> 11/01/2016			
<b>Remittances</b>			
Payment Method	Remittance Number	Remittance Amount	Payment Amount
Personal Check	12345	\$28,100.00	\$28,100.00
<b>Remitter:</b> IM Farmer			
<b>Total Due:</b> \$28,100.00			
<b>Total Remitted:</b> \$28,100.00			
<b>State/Office:</b> NEBRASKA / CHASE COUNTY FARM SERVICE AGENCY			
<input type="button" value="Submit"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/>			

**C Field Descriptions and Actions for the Remittance Confirmation Screen**

The following table provides the field descriptions and actions for the Remittance Confirmation Screen.

Field/Button	Description	Action
Disbursement Date	Displays the disbursement date.	
Repayment Date	Displays the repayment date.	

## 716 Remittance Confirmation Screen (Continued)

## C Field Descriptions and Actions for the Remittance Confirmation Screen (Continued)

Field/Button	Description	Action
Interest Rate	Displays the interest rate in effect on the date of disbursement.  <b>Note:</b> The interest rate changes to the rate in effect as of January 1 <sup>st</sup> and is used to calculate applicable interest for days outstanding after January 1 <sup>st</sup> .	
<b>Remittances</b>		
Payment Method	Displays the payment type selected.	
Remittance Number	Displays the check/Item number entered.	
Remittance Amount	Displays the dollar amount on check/item entered.	
Payment Amount	Displays the dollar amount applied to repayment.	
Remitter	Displays the name of the remitter.	
Total Due	Displays the total amount due.	
Total Remitted	Displays the total amount remitted.  <b>Note:</b> The total amount remitted may be greater than the total amount due.	
State/Office	Displays the state and county where the remittance was physically submitted.	
Submit		After verifying that all information is correct, CLICK <b>“Submit”</b> .
Back		CLICK <b>“Back”</b> to return to previous screen.
Cancel		CLICK <b>“Cancel”</b> to cancel the process and return to the Search Results Screen.


## 717 Repayment Confirmation Screen

### A Overview

After the repayment is submitted the Repayment Confirmation Screen is redisplayed indicating the results.

### B Example of the Repayment Confirmation Screen after Successful Repayment.

Following is an example of the Repayment Confirmation Screen after a successful repayment.

Repayment Confirmation	
<b>Status:</b> Disbursed	<b>Producer Type:</b> PRODUCER
<b>State:</b> NEBRASKA	<b>County:</b> CHASE
<b>Loan Number:</b> 10001	<b>Crop Year:</b> 2016
<b>Commodity:</b> WHEAT - HWW	<b>Loan Type:</b> FARM
<b>Contact:</b> IM Farmer	
<b>Repayment Type:</b> MARKET PRICE	
 • Repayment Successfully Processed	
<b>Payment Interest Amount:</b>	\$0.00
<b>Payment Principal Amount:</b>	\$30,400.00
<b>Total Repayment Amount:</b>	\$28,100.00
<b>Total Remitted Amount:</b>	\$28,100.00
<input type="button" value="Print Receipt"/> <input type="button" value="Continue"/>	

### C Action

After the Repayment Screen is redisplayed indicating a successful repayment:

- CLICK “**Print Receipt**”
- CLICK “**Continue**”.

**Note:** An error message is displayed when the repayment is unsuccessful. Contact State Office Specialist for assistance.

## 718 CCC-500M

**A Overview**

CCC-500M provides the repayment transaction details. It does **not** provide information about NRRS remittance details.

**B Example of CCC-500M**

The following is an example of CCC-500M.

<b>CCC-500M</b> (04-24-15)		U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation <b>MARKETING ASSISTANCE LOAN REPAYMENT RECEIPT</b>				1. State and County Code 31 - 029				
		2. Crop Year 2016		3. Loan Number 10001						
<b>NOTE:</b> Form contains Personally Identifiable Information (PII). FSA disclosure of the completed form is restricted to only the individual(s) to whom the information on the form pertains and authorized FSA personnel who have 1) the appropriate access clearance/permissions and 2) a demonstrated business need to know the information in order to perform their assigned official duties.										
4. Name and Mailing Address (including Zip Code) <b>IM Farmer</b> <b>1234 Farmers Lane</b> <b>Farmersville, VA 12345</b>			5. Commodity WHEAT	6. Type of Loan Farm Stored	7. Disbursement Date (MM-DD-YYYY) 07/20/2016	8. Amount Received \$ 28,100.00				
9. Redeemed with this Payment:				10. Outstanding Balance After this Payment:						
A. Date Repaid 11/01/2016	B. Total Quantity 10,000.00 BU	C. Principal \$ 30,400.00	D. Interest \$ 0.00	A. Total Quantity 20,000.00 BU	B. Principal Amount (Excluding Interest) \$ 60,800.00					
11. Breakdown of Collateral Released and Outstanding Balance by Bin/Seal Number or Warehouse Receipt Number:										
A. Bin/Seal No. (s) or Warehouse Receipt No (s)	B. Quantity Redeemed	C. Principal Paid	D. Interest Repaid	E. Market Gain	F. Dereased Gain	G. Unit Cost	H. Cotton Storage Credit	I. Peanut Handling Charges	Balance After Payment	
									J. Quantity	K. Principal
1	10000.00 BU	\$ 30,400.00	\$ 0.00	\$ 2,300.00	\$ 0.00	\$ 3.0400			20000.00 BU	\$ 60,800.00
12. Other:										
A. Total Market Gain \$ 2,300.00		B. Total Waived Interest \$ 138.05		C. Total Dereased Market Gain \$ 0.00		D. Liquidated Damages				

**C Action**

County Offices **must**:

- provide the original CCC-500M to the producer
- file a copy in the producer's folder.

## 719 Adjusting Remittances for Small Balances Due

### A Overview

CLPS allows an adjustment to the total amount due when the remaining balance due is \$9.99 or less.

### B Action

The following table provides instructions for processing a small balance.

Step	Action																									
1	<p>After the remittance has been added according to paragraph 715</p> <div><div><div>Add Remittance</div><div><div><div>*Payment Method:</div><div>&lt;Select Payment method&gt;</div></div><div><div>*Remittance Number:</div><div>Personal Check</div></div><div><div>*Remittance Amount:</div><div>Cashier Check</div></div><div><div>*Repayment Amount:</div><div>Money Order</div></div><div><div>*Remitter Name:</div><div>Multi-Party Check</div></div><div><div></div><div>Wire Transfer</div></div><div><div></div><div>Cash &amp; Coin</div></div><div><div></div><div>Adjustment</div></div></div><div><div>Select Remitter from SCIMS</div><div>Add</div><div>Clear</div></div></div></div> <ul style="list-style-type: none"><li>• using the “Payment Method” drop-down, CLICK “<b>Adjustment</b>”.</li></ul>																									
2	<p>After “Adjustment” has been selected,</p> <div><div><div>Add Remittance</div><div><div><div>*Payment Method:</div><div>Adjustment</div></div><div><div>Remittance Number:</div><div></div></div><div><div>*Remittance Amount:</div><div>.24</div></div><div><div>*Repayment Amount:</div><div>.24</div></div><div><div>*Remitter Name:</div><div></div></div><div><div>Select Remitter from SCIMS</div><div>Add</div><div>Clear</div></div></div></div><div><div>Remittances</div><table><thead><tr><th>Payment Method</th><th>Remittance Number</th><th>Remittance Amount</th><th>Repayment Amount</th><th>Actions</th></tr></thead><tbody><tr><td>CHECK</td><td>1234</td><td>\$2,500.00</td><td>\$2,500.00</td><td><a href="#">Edit</a></td></tr><tr><td colspan="5">Remitter: IM Farmer</td></tr><tr><td colspan="5">Total Due: \$2,500.24</td></tr><tr><td colspan="5">Total Remitted: \$2,500.00</td></tr></tbody></table><div><div>*State/Office:</div><div>&lt;Select Office&gt;</div></div></div></div>	Payment Method	Remittance Number	Remittance Amount	Repayment Amount	Actions	CHECK	1234	\$2,500.00	\$2,500.00	<a href="#">Edit</a>	Remitter: IM Farmer					Total Due: \$2,500.24					Total Remitted: \$2,500.00				
Payment Method	Remittance Number	Remittance Amount	Repayment Amount	Actions																						
CHECK	1234	\$2,500.00	\$2,500.00	<a href="#">Edit</a>																						
Remitter: IM Farmer																										
Total Due: \$2,500.24																										
Total Remitted: \$2,500.00																										

## 719 Adjusting Remittances for Small Balances Due (Continued)

## B Action (Continued)

Step	Action																									
2 (Con'td)	<ul style="list-style-type: none"><li>enter the difference between the “Total Due” and the “Total Remitted” in both the “Remittance Amount” and the “Repayment Amount” fields</li></ul> <p><b>Note:</b> The difference cannot exceed \$9.99.</p> <ul style="list-style-type: none"><li>CLICK “Add”.</li></ul>																									
3	<p>To complete the remittance,</p> <div><div><div>Remittances</div><table><tr><th>Payment Method</th><th>Remittance Number</th><th>Remittance Amount</th><th>Repayment Amount</th><th>Actions</th></tr><tr><td>CHECK</td><td>1234</td><td>\$2,500.00</td><td>\$2,500.00</td><td><a href="#">Edit</a></td></tr><tr><td colspan="2">Remitter: IM Farmer</td><td></td><td></td><td></td></tr><tr><td>ADJUSTMENT</td><td></td><td>\$0.24</td><td>\$0.24</td><td><a href="#">Edit</a></td></tr><tr><td colspan="2">Remitter:</td><td></td><td></td><td></td></tr></table><div>Total Due: \$2,500.24</div><div>Total Remitted: \$2,500.24</div><div>*State/Office:</div><div>&lt;Select Office&gt;</div><div><div>Continue</div><div>Back</div><div>Cancel</div></div></div></div> <ul style="list-style-type: none"><li>using the “State Office” drop-down, select the state/county of the remittance</li><li>CLICK “Continue”.</li></ul>	Payment Method	Remittance Number	Remittance Amount	Repayment Amount	Actions	CHECK	1234	\$2,500.00	\$2,500.00	<a href="#">Edit</a>	Remitter: IM Farmer					ADJUSTMENT		\$0.24	\$0.24	<a href="#">Edit</a>	Remitter:				
Payment Method	Remittance Number	Remittance Amount	Repayment Amount	Actions																						
CHECK	1234	\$2,500.00	\$2,500.00	<a href="#">Edit</a>																						
Remitter: IM Farmer																										
ADJUSTMENT		\$0.24	\$0.24	<a href="#">Edit</a>																						
Remitter:																										

720-729 (Reserved)





## Section 3 Cotton Repayments

## 730 Cotton CCRs

## A Overview

The Centralized Cotton Redemption (CCR) is a web-based system that provides a centralized process for merchants to redeem Upland and ELS cotton loans disbursed by County Offices. CCR redemptions must be recorded in CLPS by the County Office. An e-mail notification is sent from COPS to inform the County Office that a CCR has been processed through accounting.

The CCR system:

- allows receipts from multiple loans and multiple counties to be redeemed on a single invoice
- is electronically updated with the merchant's Electronic Agent Designation (EAD) holder ID
- performs all calculations, collection, and release functions for cotton loans redeemed using CCR
- allows repayment at either:
  - adjusted world price (AWP) when it is equal to or less than the loan rate
  - the principal plus interest repayment when AWP is equal to greater the loan rate
- releases receipts automatically to the merchant once funds have been received and posted to COPS.

COPS sends an e-mail to the County Office listing the loan numbers for which an invoice has been sent to the merchant. The subject line reads **"CCR in Progress"**.

**Note:** If any action needs to be taken against the loan during "CCR in Progress" County Offices must contact the State Office.

Once the payment has been applied to the invoice, COPS sends an e-mail to the County Office listing the state /county code, crop year, loan number, bale count and invoice amount. The subject line will include the invoice number schedule number and date and timestamp

The CCR invoice is valid for 21 calendar days, but may be canceled by the merchant any time before payment is submitted. An e-mail will be issued when a merchant cancels a CCR invoice.

**Note:** The COPS Home Page contains a user guide that provides detailed step-by-step instructions for using COPS web site.

**730 Cotton CCRs (Continued)****B Downloading CCR Invoices**

To download CCRs, County Offices will:

- access COPS according to 7-CN
- CLICK **“Invoice Review”**
- using the Invoice Type drop-down, CLICK **“Cotton Redemption Invoice”**
- CLICK **“List”**
- CLICK **“Line No.”**
- click the following buttons and print the reports for each file:
  - invoice detail
  - loan recap
  - print invoice screen
- CLICK **“Download Invoice”**.

**731 CCR Repayment Screen****A Overview**

The CCR redemption screen is similar to other repayment screens, however, users only enter \*--the schedule number from COPS, and the holder ID.--\*

**Note:** All other fields are grayed out and cannot be edited.


The schedule number contains information that matches the producer and loan selected.

**Note:** If the producer and loan do not match, an error message will be displayed and the user will not be able to proceed with the recording of the CCR redemption.

## 731 CCR Repayment Screen (Continued)

## B Example of CCR Repayment Screen for Cotton

Following is an example of the Repayment Screen for cotton loan repayment.

Repayment	
<b>Status:</b> Disbursed	<b>County:</b> BURKE
<b>State:</b> GEORGIA	<b>Crop Year:</b> 2015
<b>Loan Number:</b> 20034	<b>Loan Type:</b> WAREHOUSE
<b>Commodity:</b> UP - UP	
<b>Contact:</b> COTTON FARMER	
<hr/>	
<b>Disbursement Date:</b> 09/02/2015	<b>Interest Rate:</b> 1.3750%
<b>Outstanding Quantity</b> _____	
<b>Maturity Date:</b> 06/30/2016	
<b>Quantity Remaining:</b> 4,875.00 LB	
<b>Principal Remaining:</b> \$2,254.71	
<b>Repayment Type</b> _____	
<input type="radio"/> Cash <input checked="" type="radio"/> CCR <b>*Schedule Number:</b> <input type="text"/> <b>*Holder ID:</b> <input type="text"/>	
<b>Repayment Options</b> _____	
<input type="radio"/> Full <input type="radio"/> Partial	
<b>Repayment Detail</b> _____	
<b>* Was this repayment received prior to today?</b> <input type="radio"/> Yes <input type="radio"/> No <b>*Repayment Date:</b> <input type="text"/> 	
<input type="button" value="Continue"/>	<input type="button" value="Cancel"/>

## C Action

After selecting loan for repayment according to paragraph 51:

- CLICK “CCR”
- enter schedule number
- \*--enter holder ID--\*
- CLICK “Continue”.

## 732 CCR Schedule Screen

## A Overview

The CCR Schedule Screen displays a summary of the CCR repayment. Users must review the CCR Schedule screen for accuracy.

## B Example of CCR Schedule Screen

Following is an example of the CCR Schedule Screen.

**CCR Schedule**

**Status:** Disbursed

**State:** GEORGIA

**Loan Number:** 20034

**Commodity:** UP - UP

**Contact:** COTTON FARMER

**County:** BURKE

**Crop Year:** 2015

**Loan Type:** WAREHOUSE

---

**Schedule Number:** E443

**Repayment Date:** 09/09/2015

**Interest Rate:** 1.3750%

Gin Tag	Outstanding Principal	Net Amount
1201411	\$222.46	\$195.69
1201412	\$230.79	\$203.04
1201413	\$217.84	\$191.60
1201414	\$226.63	\$199.37
1201415	\$229.86	\$202.22
1201416	\$223.85	\$196.91
1201417	\$222.93	\$196.10
1201418	\$226.63	\$199.37
1201419	\$223.39	\$196.51
1201420	\$230.33	\$202.63

## C Action

After reviewing CCR Schedule Screen for accuracy, CLICK:

- “Continue” to proceed to the next screen
- “Back” to return to the previous screen
- “Cancel” to cancel the repayment and return to the Loan Servicing Screen.

## 733 Other Adjustments Screen for Cotton

## A Overview

The Other Adjustments Screen displays the following for each bale redeemed:

- gin tag number
- interest paid
- waived interest
- denied gain
- storage credit.

## B Example of Other Adjustments Screen for Cotton

Following is an example of the Other Adjustments Screen for Cotton.

Other Adjustments

**Status:** Disbursed

**State:** GEORGIA

**Loan Number:** 20034

**Commodity:** UP - UP

**Contact:** COTTON FARMER

**County:** BURKE

**Crop Year:** 2015

**Loan Type:** WAREHOUSE

---

**Disbursement Date:** 09/02/2015

**Interest Rate:** 1.3750%

**Other Adjustments**

Gin Tag	Interest Paid	Waived Interest	Denied Gain
1201411	\$0.00	\$0.05	\$0.00
<b>Storage Credit:</b> \$0.80			
1201412	\$0.00	\$0.06	\$0.00
<b>Storage Credit:</b> \$0.80			
1201413	\$0.00	\$0.05	\$0.00
<b>Storage Credit:</b> \$0.80			
1201414	\$0.00	\$0.05	\$0.00
<b>Storage Credit:</b> \$0.80			
1201415	\$0.00	\$0.06	\$0.00
<b>Storage Credit:</b> \$0.80			
1201416	\$0.00	\$0.05	\$0.00
<b>Storage Credit:</b> \$0.80			
1201417	\$0.00	\$0.05	\$0.00
<b>Storage Credit:</b> \$0.80			
1201418	\$0.00	\$0.05	\$0.00
<b>Storage Credit:</b> \$0.80			
1201419	\$0.00	\$0.05	\$0.00
<b>Storage Credit:</b> \$0.80			
1201420	\$0.00	\$0.06	\$0.00
<b>Storage Credit:</b> \$0.80			

**733 Other Adjustment Screen for Cotton (Continued)****C Action**

The CCC-500 M does not print the storage credit. Users **must** print this screen before continuing.

After successfully recording the CCR in CLPS, the user must login to NRRS under the selected remittance recording office and prepare the schedule for “CCR” repayment type to complete the process. The remittance check or item number is defaulted to the COPS invoice schedule number. The user will use this information to prepare the schedule in NRRS.

If an overpayment is received, CCC will provide a refund by direct deposit to the merchant’s account. If insufficient funds are received:

- only bales for which funds are sufficient will be redeemed
- a new request will be required for remaining bales.

**734-749 (Reserved)**

## Section 4 Peanut EWR Repayments

## 750 Processing Warehouse-Stored Peanut EWR Repayments

## A Overview

EWR warehouse-stored peanut repayments follow the same procedure as other commodities except the County Offices will release the receipt(s) to the designated holder using CLPS.

**Warning:** The holder may or may not be the original holder of the receipt. It is **critical** that the County Office release the receipt to the correct holder. After the County Office selects the holder, the holder name and ID is displayed on Remittance Detail and Confirmations Screens.

## B Example of Remittance Confirmation Screen for EWR Peanut Repayments

Following is an example of the Remittance Confirmation Screen for a EWR peanut repayment.

Remittance Confirmation			
<b>Status:</b> Disbursed		<b>Producer Type:</b> PRODUCER	
<b>State:</b> NORTH CAROLINA		<b>County:</b> NORTHAMP...	
<b>Loan Number:</b> 60013		<b>Crop Year:</b> 2016	
<b>Commodity:</b> PNUT - VIR		<b>Loan Type:</b> WAREHOUSE	
<b>Contact:</b> IM FARMER			
<b>Repayment Type:</b> REGULAR (P&I)			
<b>Disbursement Date:</b> 01/02/2017		<b>Interest Rate:</b> 1.8750%	
<b>Repayment Date:</b> 05/18/2017			
<b>Holder ID:</b> PEANUT WAREHOUSE W12349			
Remittances			
Payment Method	Remittance Number	Remittance Amount	Payment Amount
Personal Check	123059	\$21,061.81	\$21,061.81
Remitter: IM REMITTER			
<b>Total Due:</b> \$21,061.81			
<b>Total Remitted:</b> \$21,061.81			
<b>State/Office:</b> NORTH CAROLINA / NORTHAMPTON COUNTY FARM SERVICE AGENCY			
<input type="button" value="Submit"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/>			

**750 Processing Warehouse-Stored Peanut EWR Repayments**

**C Action**

County Offices will:

- select the holder ID on the Repayment Detail Section
- review the Repayment Detail Screen. If the holder is incorrect, CLICK “Back” and correct
- screen-print the Remittance Confirmation Screen
- initial next to the Holder ID
- file the screen-print in the producer’s folder.

**751-799 (Reserved)**



## Part 8 Additional Loan Servicing

### 800 General Information

#### A Overview

After a loan is disbursed, CLPS allows the following additional loan servicing transactions to be processed:

- accelerating loan maturity
- forfeitures
- transfers to receivables
- violations.

Currently, CLPS has not been enhanced to process any of the following:

\* \* \*

- settlements
- marketing authorizations
- lock-ins.

**Note:** Efforts are underway to enhance CLPS to include additional loan servicing functions.

### 801 Accelerating Loan Maturity

#### A Overview

COC may authorize and accelerate the maturity date for a specific loan or producer **before** the established maturity date when necessary, to protect CCC's interest or in emergency situations.

Accelerating the maturity allows the user to:

- forfeit a warehouse-store loan that is called
- begin settlement proceedings for a farm-stored loan.

**801 Accelerating Loan Maturity (Continued)****B Example of Accelerate Loan Screen**

Following is an example of the Accelerate Loan Screen.

The screenshot shows a software window titled "Accelerate Loan". It contains two columns of loan information. The left column lists: Status: Disbursed, State: NEBRASKA, Loan Number: 10002, Commodity: WHEAT - HRW, and Contact: IM Farmer. The right column lists: Producer Type: PRODUCER, County: CHASE, Crop Year: 2016, and Loan Type: FARM. Below this is a section titled "Loan Detail" which contains: Disbursement Date: 07/28/2016, Maturity Date: 04/30/2017, and Accelerated Maturity Date: followed by a text input field and a calendar icon. At the bottom are two buttons: "Save & Continue" and "Cancel".


Accelerate Loan	
<b>Status:</b> Disbursed	<b>Producer Type:</b> PRODUCER
<b>State:</b> NEBRASKA	<b>County:</b> CHASE
<b>Loan Number:</b> 10002	<b>Crop Year:</b> 2016
<b>Commodity:</b> WHEAT - HRW	<b>Loan Type:</b> FARM
<b>Contact:</b> IM Farmer	

---

**Loan Detail**

**Disbursement Date:** 07/28/2016

**Maturity Date:** 04/30/2017

**Accelerated Maturity Date:**  

**C Action**

On the Loan Servicing Screen:

- CLICK "Accelerate"
- enter the accelerated maturity date
- CLICK "Save & Continue".

The Loan Service Screen is redisplayed with the new maturity date.

## 802 Forfeiture Worksheet

### A Overview

Warehouse-Stored loans are calculated and disbursed without adjusting the loan rate for any premiums or discounts for all except peanuts and cotton.

Premiums and discounts are only applied when the warehouse loan is forfeited for all other commodities.

County Offices must manually calculate the adjusted loan rate for all commodities other than peanuts and cotton using an Excel spreadsheet located at the following website:

<https://inside.fsa.usda.gov/program-areas/dafp/commodity-and-facility-loans/commodity-loans/mal/index>






**Important:** A 2<sup>nd</sup> party review is **required** before completing the forfeiture process. CLPS does not have the ability to process forfeitures for cotton or soybeans. Please contact the National Office for assistance.

### B Example of Forfeiture Worksheet

Following is an example of the forfeiture worksheet.

USDA FSA United States Department of Agriculture Farm Service Agency		Receipt Number	Factor (Select Drop Down)	P & D
		745689		
GRADE:		Grade US No. 2		\$0.00
PROTEIN:		10.0 - 10.1		(\$0.05)
DOCKAGE:		0 - .70		\$0.00
HEAT DMG:		0 - 3.0		\$0.00
DMG KERNEL-TOTAL:		0 - 15.0		\$0.00
TEST WEIGHT:		51 & above		\$0.00
INSECT DMG:				
MOISTURE:				
OTHER(1):				
OTHER(2):				
OTHER(3):				
TOTAL:				(\$0.05)

  		<h2>FORFEITURE WORKSHEET</h2>  
PRODUCER:	IM Farmer	
SHARE:	100.0000%	
COMMODITY:	WHEAT	
CLASS:	HRW	
ST/CO CODE:	31-005	
LOAN NO:	10055	
DISBURSEMENT DATE:	7/8/2016	
INT RATE:	1.6250%	
LOAN RATE:	\$2.99	
DELIVERY DATE:	5/2/2017	
Prepared by:	Initial: _____ Date: _____	
2nd Partied by:	Initial: _____ Date: _____	
COMMODITY DELIVERED FOR ACCOUNT OF CCC RATE <div style="border: 1px solid black; padding: 2px; display: inline-block;">\$2.94</div>		

**802 Forfeiture Worksheet (Continued)****C Action**

County Offices must:

- validate warehouse receipt according to applicable 2-LP handbook

**Important:** If it is determined that the warehouse receipt is not valid, the loan **must** be cancelled and re-entered according to Part 11 **before** processing the forfeiture in CLPS.

- manually calculate the adjusted loan rate using the forfeiture worksheet
- 2<sup>nd</sup> party review the forfeiture worksheet
- process the forfeiture the 1<sup>st</sup> business day after maturity in CLPS.

**803 Forfeiture Detail Screen****A Overview**

The Forfeiture Detail Screen allows users to enter the warehouse receipt information in CLPS. The warehouse receipt is then transmitted to the Grain Management and Inventory System (GIMS).

## 803 Forfeiture Detail Screen (Continued)

## B Example of Forfeiture Details Screen

Following is an example of the Forfeiture Details Screen.

\*--

**Forfeiture Details**

**Loan Status:** Disbursed  
**State:** ARKANSAS  
**Loan Number:** 10152  
**Commodity:** CORN - YC  
**Contact:** IM Farmer  
**Forfeiture Status:** Draft

**Producer Type:** PRODUCER  
**County:** ASHLEY  
**Crop Year:** 2019  
**Loan Type:** WAREHOUSE

---

**Maturity Date:** 02/29/2020

Acquisition Date:

Subclass:

Other Credits (\$):

Other Charges (\$):

Receipt Details

Quality Factors

**Loan Rate:**

**Warehouse Receipt Number:**

**Net Weight:**  LB

**Net Quantity:**  BU

**Gross Weight(Inc Dockage):**  LB

**Gross Quantity:**  BU

**Grade:**

**Date Commodity Received:**

**Storage Start Date:**

**Storage Paid Through Date:**

**Forfeiture Rate (\$):**

Receipts

Receipt	Net Quantity	Forfeiture Rate	Details Entered	Action
10350	4,000.00 BU		No	<a href="#" style="color: blue; text-decoration: underline;">Edit</a>

--\*

## 803 Forfeiture Detail Screen (Continued)

**C Field Descriptions and Actions for the Forfeiture Details Screen**

The following table provides the field descriptions and actions for the Remittance Confirmation Screen. County Offices shall complete this section using information from the warehouse receipt.

Field/Button	Description	Action
Maturity Date	Displays the loan maturity date.	
Acquisition Date	The new loan maturity date.	Enter the new loan maturity date.
Subclass	The subclass of the commodity.	Using the “Subclass” drop-down, select the applicable subclass.  <b>Note:</b> Select “N/A” for commodities without a subclass.
Other Credits	Currently Other Credits are not applicable to forfeitures.	
Other Charges	Currently Other Charges are not applicable to forfeitures.	
Edit Receipt Details		
Warehouse Receipt Number	Displays the warehouse receipt number when editing the receipt.	
*--Net Weight	Displays the net weight in pounds of the receipt when editing the receipt.	
Net Quantity	Displays the net quantity in standard UOM of the receipt when editing the receipt.	
Gross Weight (Inc Dockage)	Displays the gross weight including dockage of the receipt when editing the receipt.	
Date Commodity Received	Displays the date the commodity was received when editing the receipt.	
Storage Start Date	Displays the storage start date when editing the receipt.	
Forfeiture Rate	The calculated forfeiture rate from the forfeiture worksheet.	Add the forfeiture rate from the worksheet.  <b>Note:</b> The rate is highlighted in yellow.
Test Weight	The test weight of the commodity in lbs.	Enter the applicable grading factors from the warehouse receipt.
Gross Weight	The gross weight of the commodity in lbs.	<b>Note:</b> All previously entered data will be auto populated as read only.--*
Dockage %	The percentage of dockage for the commodity.	
Foreign Material %	The percentage of foreign material.	
Moisture %	The percentage of moisture.	

## 803 Forfeiture Detail Screen (Continued)

## C Field Descriptions and Actions for the Forfeiture Details Screen (Continued)

Field/Button	Description	Action
Edit Receipt Details (Continued)		
Total Damage %	The percentage of total damage.	Enter the applicable grading factors from the warehouse receipt.  *--Note: All previously entered data will be auto populated as read only.--*
Grade	The grade of the commodity.	
Storage Paid through Date	The date the storage was paid through.	
Receipts		
Receipt	Displays the warehouse receipt.	
Net Quantity	Displays the net quantity of the receipt.	
Forfeiture Rate	Displays the forfeiture rate entered.	
Details Entered	Indicates if the warehouse receipt has the applicable details entered.  Note: All receipts must have a “Yes” before CLPS will allow the user to continue with the forfeiture process.	
Action	Allows users to add the warehouse receipt grading factors.	CLICK “Edit” to add/change the warehouse receipt grading factors.
Save & Continue		CLICK “Save & Continue” to proceed to the next screen.
Cancel		CLICK “Cancel” to cancel the process and return to the Loan Servicing Screen.

## 804 Forfeiture Summary Screen

## A Overview

The Forfeiture Summary Screen:

- displays the summary of the forfeiture details entered
- allows for a 2<sup>nd</sup> party review
- allows for COC approval
- print forfeiture summary.

## 804 Forfeiture Summary Screen (Continued)

### B Example of Forfeiture Summary Screen

Following is an example of the Forfeiture Summary Screen.

**Forfeiture Summary**

**Loan Status:** Disbursed      **Producer Type:** PRODUCER  
**State:** KANSAS      **County:** HAMILTON  
**Loan Number:** 1      **Crop Year:** 2016  
**Commodity:** WHEAT - HRW      **Loan Type:** WAREHOUSE  
**Contact:** IM FARMER

**Forfeiture Status:** Pending 2nd Party Review

**Maturity Date:** 04/30/2017

**Forfeiture Details**

**Acquisition Date:** 05/02/2017  
**Subclass:** N/A

Receipt	Net Quantity	Details Entered
356	10,546.42 BU	Yes

Edit

**Forfeited Loan Value**

**Loan Quantity:** 10,546.42 BU  
**Forfeited Quantity:** 10,546.42 BU

Receipt	Forfeiture Quantity	Forfeiture Rate	Forfeiture Value
356	10,546.42 BU	\$2.940000	\$31,006.47

**Forfeited Loan Value:** \$31,006.47  
**Total Credits:** \$0.00  
**Principal Remaining:** \$31,533.80  
**Total Charges:** \$0.00  
**Amount Due CCC:** \$527.33  
**Interest Due CCC:** \$7.38  
**Forgiven Interest:** \$433.88

**2nd Party Review**

**\*Review Date:**   
**Reviewer:**

Submit

**Certification and Approval**

**Forfeiture Completion Date:** 08/09/2017  
**COC Date:**   
**\*For CCC By:**

Approve

Print Forfeiture Summary    Cancel

## 805 Completing Forfeiture Process

### A Overview

After the forfeiture details have been entered, the next step is to:

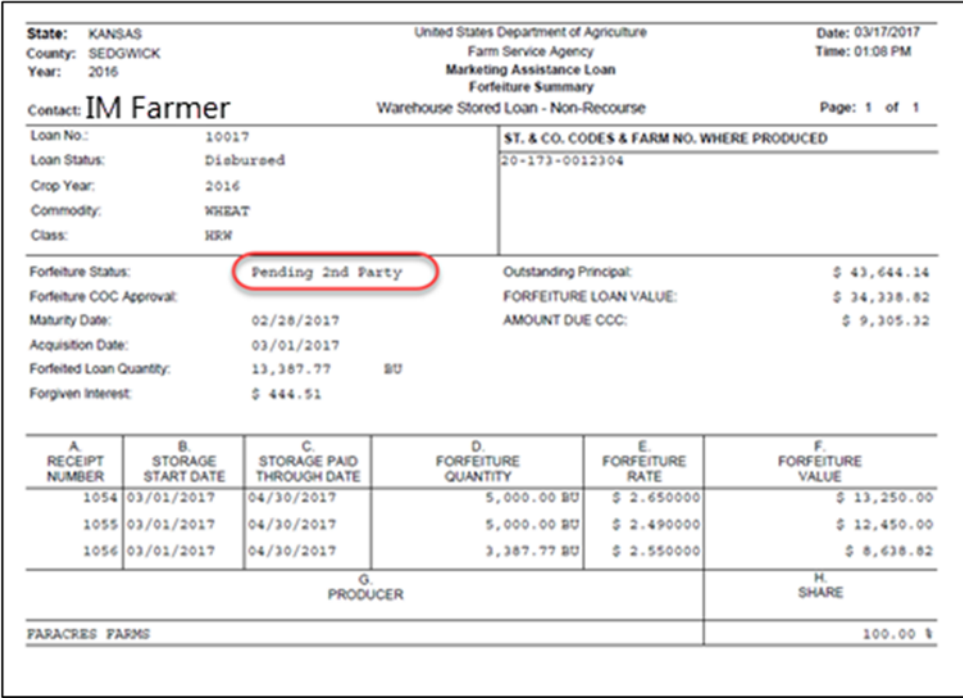
- 2<sup>nd</sup> party review the information entered
- close out the loan in CLPS
- send amount due CCC to NRRS, when applicable
- send amount due producer to NPS, when applicable.



## 805 Completing Forfeiture Process (Continued)


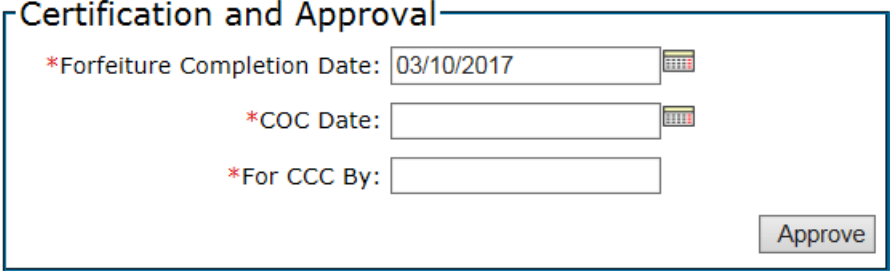
**B Completing Forfeiture**

The following table provides instructions for completing the forfeiture process.

Step	Action
1	<p>After all receipt details have been entered,</p> <ul style="list-style-type: none"> <li>• verify that applicable receipts have an indicator of “Yes” under the “Details Entered “ column</li> <li>• CLICK <b>“Save and Continue”</b>.</li> </ul>
2	<p>After verifying all information is correct, scroll to bottom of screen and CLICK <b>“Print Forfeiture Summary”</b>.</p>
3	<p>The Forfeiture Summary PDF is displayed.</p>  <ul style="list-style-type: none"> <li>• print the summary page</li> <li>• exit CLPS</li> <li>• notify the 2<sup>nd</sup> party reviewer that loan is ready to be reviewed.</li> </ul>

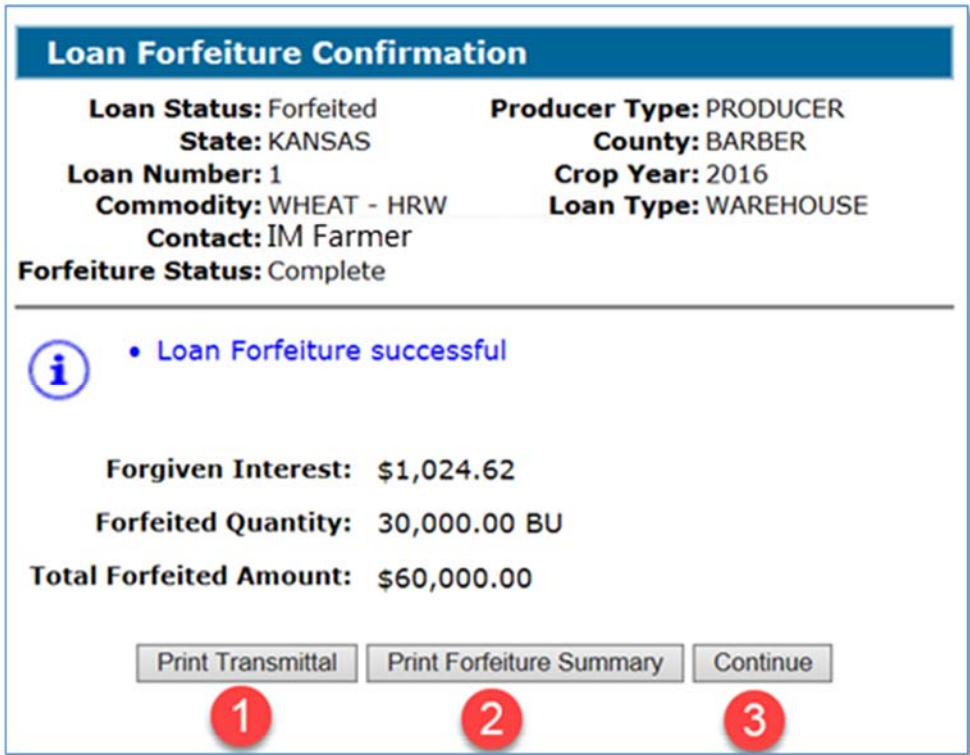

## 805 Completing Forfeiture Process (Continued)

## B Completing Forfeiture (Continued)

Step	Action
4	<p data-bbox="415 327 902 359">After the 2<sup>nd</sup> party review is complete:</p> <div data-bbox="423 401 1276 632">  </div> <ul data-bbox="415 663 724 726" style="list-style-type: none"> <li>• enter the review date</li> <li>• CLICK <b>“Submit”</b>.</li> </ul> <p data-bbox="415 768 1466 835"><b>Note:</b> The system will automatically display the name of the user who performed the 2nd party review.</p>
5	<p data-bbox="415 846 967 877">On the Certification and Approval Section:</p> <div data-bbox="472 898 1357 1167">  </div> <ul data-bbox="415 1199 1032 1312" style="list-style-type: none"> <li>• enter the COC approval date</li> <li>• enter the COC Representative name and title</li> <li>• CLICK <b>“Approve”</b>.</li> </ul>

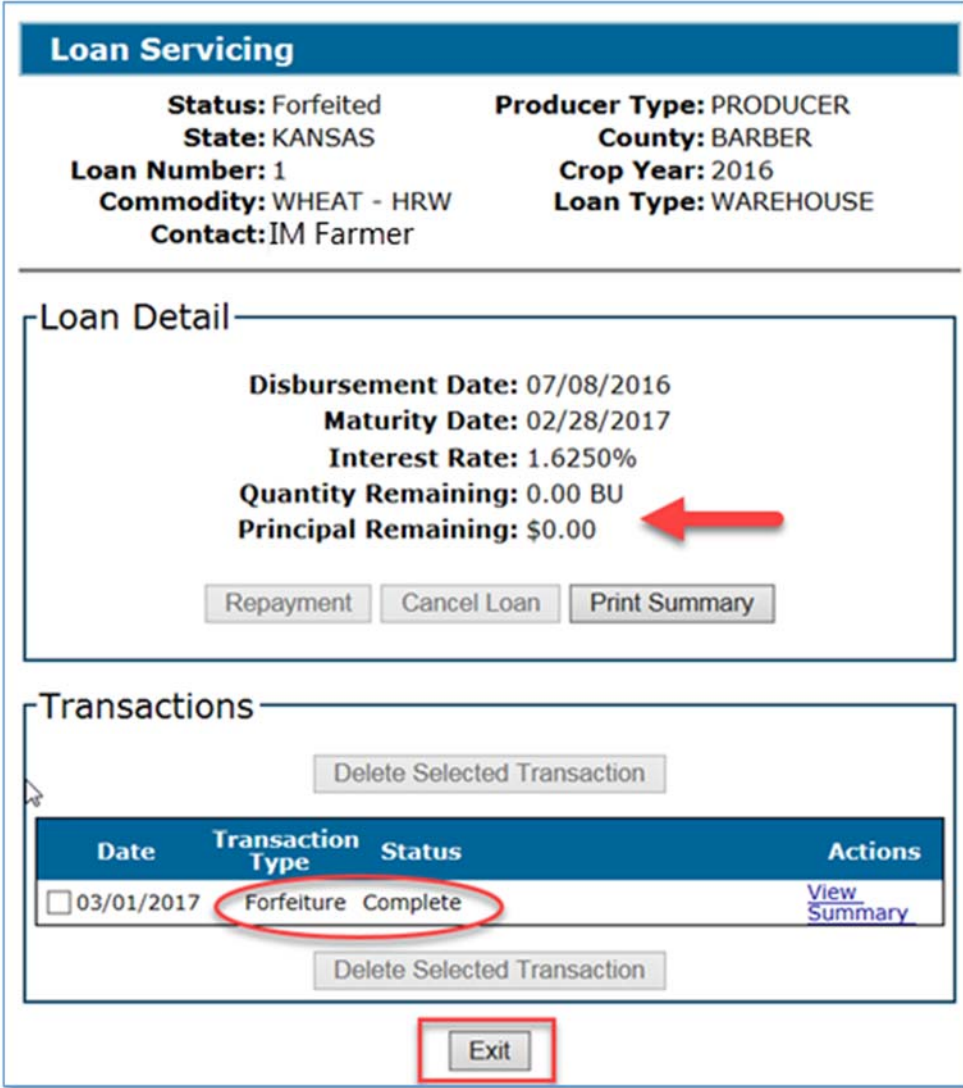
## 805 Completing Forfeiture Process (Continued)

## B Completing Forfeiture (Continued)

Step	Action
6	<p>The Loan Forfeiture Confirmation Screen is displayed indicating that the loan was successfully forfeited.</p> <div data-bbox="420 436 1385 1186">  <p><b>Loan Forfeiture Confirmation</b></p> <p><b>Loan Status:</b> Forfeited      <b>Producer Type:</b> PRODUCER  <b>State:</b> KANSAS      <b>County:</b> BARBER  <b>Loan Number:</b> 1      <b>Crop Year:</b> 2016  <b>Commodity:</b> WHEAT - HRW      <b>Loan Type:</b> WAREHOUSE  <b>Contact:</b> IM Farmer  <b>Forfeiture Status:</b> Complete</p> <hr/> <p> • Loan Forfeiture successful</p> <p><b>Forgiven Interest:</b> \$1,024.62  <b>Forfeited Quantity:</b> 30,000.00 BU  <b>Total Forfeited Amount:</b> \$60,000.00</p> <p><b>1</b> <b>2</b> <b>3</b></p> <p>Print Transmittal    Print Forfeiture Summary    Continue</p> </div> <p>To complete the process CLICK:</p> <ul style="list-style-type: none"> <li>• “Print Transmittal” (1)</li> <li>• “Print Forfeiture Summary” (2)</li> <li>• “Continue” (3).</li> </ul>

## 805 Completing Forfeiture Process (Continued)

## B Completing Forfeiture (Continued)

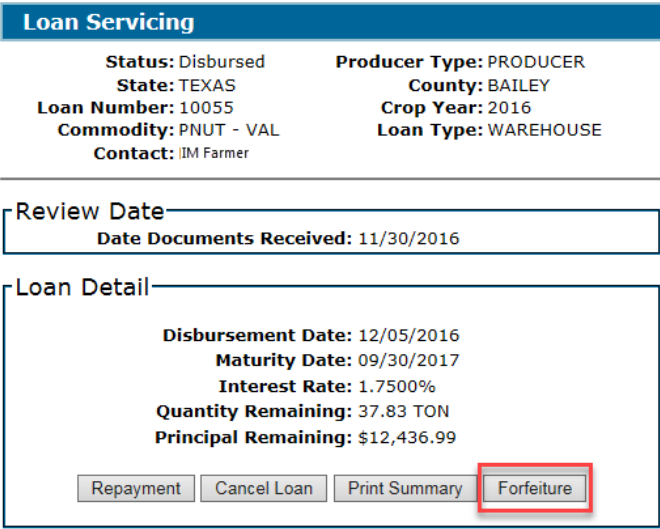
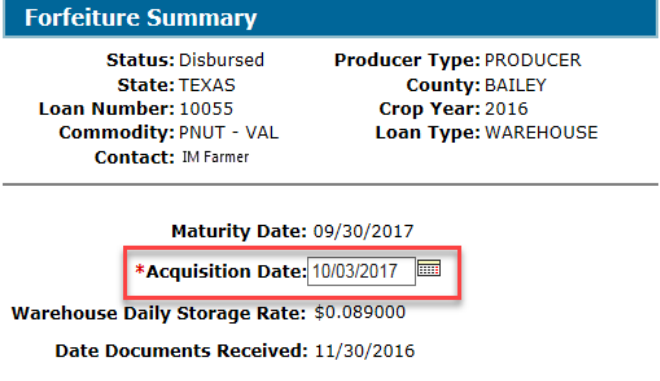
Step	Action								
7	<p>The Loan Servicing Screen will indicate:</p> <ul style="list-style-type: none"> <li>the quantity and principal remaining is zero</li> <li>transaction type is "Forfeiture"</li> <li>status is "Complete"</li> </ul>  <p><b>Loan Servicing</b></p> <p><b>Status:</b> Forfeited      <b>Producer Type:</b> PRODUCER  <b>State:</b> KANSAS      <b>County:</b> BARBER  <b>Loan Number:</b> 1      <b>Crop Year:</b> 2016  <b>Commodity:</b> WHEAT - HRW      <b>Loan Type:</b> WAREHOUSE  <b>Contact:</b> IM Farmer</p> <hr/> <p><b>Loan Detail</b></p> <p><b>Disbursement Date:</b> 07/08/2016  <b>Maturity Date:</b> 02/28/2017  <b>Interest Rate:</b> 1.6250%  <b>Quantity Remaining:</b> 0.00 BU  <b>Principal Remaining:</b> \$0.00</p> <p><input type="button" value="Repayment"/> <input type="button" value="Cancel Loan"/> <input type="button" value="Print Summary"/></p> <hr/> <p><b>Transactions</b></p> <p><input type="button" value="Delete Selected Transaction"/></p> <table border="1"> <thead> <tr> <th>Date</th> <th>Transaction Type</th> <th>Status</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> 03/01/2017</td> <td>Forfeiture</td> <td>Complete</td> <td><a href="#">View Summary</a></td> </tr> </tbody> </table> <p><input type="button" value="Delete Selected Transaction"/></p> <p><input type="button" value="Exit"/></p> <p>CLICK "Exit".</p>	Date	Transaction Type	Status	Actions	<input type="checkbox"/> 03/01/2017	Forfeiture	Complete	<a href="#">View Summary</a>
Date	Transaction Type	Status	Actions						
<input type="checkbox"/> 03/01/2017	Forfeiture	Complete	<a href="#">View Summary</a>						

## 806 Peanut Forfeitures

## A Overview

CLPS captures premiums and discounts for peanuts at the time of loan making. County Offices have the ability to process forfeitures in the system.

## B Processing Peanut Forfeiture

Step	Action
1	<p>On the Loan Servicing Screen, CLICK “Forfeiture”.</p>  <p><b>Loan Servicing</b></p> <p><b>Status:</b> Disbursed      <b>Producer Type:</b> PRODUCER  <b>State:</b> TEXAS      <b>County:</b> BAILEY  <b>Loan Number:</b> 10055      <b>Crop Year:</b> 2016  <b>Commodity:</b> PNUT - VAL      <b>Loan Type:</b> WAREHOUSE  <b>Contact:</b> IM Farmer</p> <hr/> <p><b>Review Date</b></p> <p><b>Date Documents Received:</b> 11/30/2016</p> <hr/> <p><b>Loan Detail</b></p> <p><b>Disbursement Date:</b> 12/05/2016  <b>Maturity Date:</b> 09/30/2017  <b>Interest Rate:</b> 1.7500%  <b>Quantity Remaining:</b> 37.83 TON  <b>Principal Remaining:</b> \$12,436.99</p> <p>Repayment   Cancel Loan   Print Summary   <b>Forfeiture</b></p>
2	<p>Enter the Acquisition Date on the Forfeiture Summary Screen.</p>  <p><b>Forfeiture Summary</b></p> <p><b>Status:</b> Disbursed      <b>Producer Type:</b> PRODUCER  <b>State:</b> TEXAS      <b>County:</b> BAILEY  <b>Loan Number:</b> 10055      <b>Crop Year:</b> 2016  <b>Commodity:</b> PNUT - VAL      <b>Loan Type:</b> WAREHOUSE  <b>Contact:</b> IM Farmer</p> <hr/> <p><b>Maturity Date:</b> 09/30/2017</p> <p><b>*Acquisition Date:</b> 10/03/2017</p> <p><b>Warehouse Daily Storage Rate:</b> \$0.089000  <b>Date Documents Received:</b> 11/30/2016</p>

## 806 Peanut Forfeitures (Continued)

## B Processing Peanut Forfeiture (Continued)

Step	Action														
3	<div>Verify receipt information is correct.</div> <div><div>Warehouse Receipt Details</div><table><thead><tr><th>Receipt</th><th>Total Tons</th><th>Storage Refund</th><th>Storage Charges</th></tr></thead><tbody><tr><td>1279</td><td>37.83 TON</td><td>\$0.00</td><td>\$23.57</td></tr></tbody></table><div>View</div></div> <div><div>Forfeited Loan Value</div><div>Loan Quantity: 37.83 TON</div><div>Forfeiture Quantity: 37.83 TON</div><table><thead><tr><th>Receipt</th><th>Forfeiture Quantity</th><th>Forfeiture Value</th></tr></thead><tbody><tr><td>1279</td><td>37.83 TON</td><td>\$12,436.99</td></tr></tbody></table><div>Forfeited Loan Value: \$12,436.99</div><div>Storage Charges Owed: \$23.57</div><div>Forgiven Load-In Charges: \$1,361.88</div></div> <div>CLICK “Save”.</div>	Receipt	Total Tons	Storage Refund	Storage Charges	1279	37.83 TON	\$0.00	\$23.57	Receipt	Forfeiture Quantity	Forfeiture Value	1279	37.83 TON	\$12,436.99
Receipt	Total Tons	Storage Refund	Storage Charges												
1279	37.83 TON	\$0.00	\$23.57												
Receipt	Forfeiture Quantity	Forfeiture Value													
1279	37.83 TON	\$12,436.99													
4	Complete forfeiture according to paragraph 805.														

807-820 (Reserved)

## 821 Violation Quantities Screen

### A Overview

Any producer determined to have discrepancies not within tolerance, and/or COC determines a violation occurred or the terms and conditions have been violated, is subject to liquidation damages.

County Offices shall refer to 8-LP, Part 4 for policy and procedure before entering the violation in CLPS.

### B Example of Violation Quantities Screen

The following is an example of the Violation Quantities Screen.

\*--

**Violation Quantities**

**Loan Status:** Disbursed

**State:** ARKANSAS

**Loan Number:** 10002

**Commodity:** RRICE - L

**Contact:** IM FARMER

**Violation Status:** Draft

**Producer Type:** PRODUCER

**County:** ASHLEY

**Crop Year:** 2019

**Loan Type:** FARM

---

**Disbursement Date:** 06/07/2019

**Interest Rate:** 3.3750%

**Violation Option**

☒ Partial Violation Only
 ☐ Full Violation
 ☐ Liquidated Damages

**\*Violation Date:**

**\*Violation Reason:** <Select Violation Reason>

**Appeal/Reconsideration:** No

**Good Faith Determination:** No

**Violation Quantity**

Seal/ Bin/Lot	Loan Rate	Original Quantity	Outstanding Quantity	Violated Quantity
1	\$6.95	100 CWT	100 CWT	<input style="width: 80px;" type="text" value="0"/> CWT

**State - County:** AR ASHLEY

Save & Exit
Save & Continue
Cancel

--\*

## 821 Violation Quantities Screen (Continued)

## C Field Descriptions and Actions for Violation Quantities Screen

The following table provides the field descriptions and actions for the Violation Quantities Screen.

\*--

Field/Button	Description	Action
<b>Violation Option</b>		
Violation Indicator	Allows the user to select the violation type.  “Partial Violation” is defaulted.	Using the radio button, click either: <ul style="list-style-type: none"> <li>• <b>“Partial Violation”</b></li> <li>• <b>“Full Violation”</b></li> <li>• <b>“Liquid Damages Only”</b>.</li> </ul>
Violation Date	Date the violation occurred.	Enter date the violation was discovered.
Violation Reason	Allows users to select the reason for the violation.	Select one of the following violation reasons: <ul style="list-style-type: none"> <li>• “Unauthorized Disposition”</li> <li>• “Unauthorized Removal”</li> <li>• “Incorrect Certification”.</li> </ul>
Appeal / Reconsideration	Allows users to record whether an appeal / reconsideration was requested.  Defaulted to “No.”	Using the drop-down, select either: <ul style="list-style-type: none"> <li>• “Yes”</li> <li>• “No”.</li> </ul>
Good Faith Determination	Allows users to record the Good Faith Determination.  Note: This is a required entry when the Appeal/Reconsideration response is “Yes”.	Using the drop-down, select either: <ul style="list-style-type: none"> <li>• “Yes”</li> <li>• “No”.</li> </ul>

--\*



## 821 Violation Quantities Screen (Continued)

## C Field Descriptions and Actions for Violation Quantities Screen (Continued)

Violation Quantity		
Seal/Bin/Lot	Displays the seal/bin/lot of the loan.	
Loan Rate	Displays the loan rate of the loan.	
Outstanding Quantity	Displays the outstanding quantity of the loan.	
Outstanding Principal	Displays the outstanding principal of the loan.	
Violated Quantity	<p>Allows the user to enter the violated quantity for partial violations.</p> <p><b>Note:</b> CLPS will bypass the Violation Quantity section when “<b>Full Violation</b>” has been selected. The remaining outstanding quantity will be transferred to NRRS.</p>	Enter the violated quantity.
Continue		CLICK “ <b>Continue</b> ” to proceed to the next screen.
Back		CLICK “ <b>Back</b> ” to return to the Loan Servicing Screen.



## 822 Violation Screen

## A Overview

The Violation Screen allows users to enter the violation details.

## B Example of Violation Screen

The following is an example of the Violation Screen.

\*--

<b>Loan Status:</b> Disbursed		<b>Producer Type:</b> PRODUCER	
<b>State:</b> ARKANSAS		<b>County:</b> ASHLEY	
<b>Loan Number:</b> 10002		<b>Crop Year:</b> 2019	
<b>Commodity:</b> RRICE - L		<b>Loan Type:</b> FARM	
<b>Contact:</b> IM FARMER			
<b>Violation Status:</b> Complete			

<b>Disbursement Date:</b> 06/07/2019	<b>Interest Rate:</b> 3.3750%
--------------------------------------	-------------------------------

Violation Quantity				
Seal/ Bin/Lot	Loan Rate	Original Quantity	Outstanding Quantity	Violated Quantity
1	\$6.95	100 CWT	100 CWT	75 CWT
State - County: AR ASHLEY				

Violation Data	
<b>Violation Option:</b> Partial	
<b>Reason for Violation:</b> Unauthorized Removal	
<b>Total Violated Quantity:</b> 75 CWT	
<b>Violation Date:</b> 06/14/2019	
<b>Violated Principal:</b> \$0.00	
<b>Total Liquidated Damages:</b> \$52.13	
<b>Appeal/Reconsideration:</b> No	
<b>Good Faith Determination:</b> No	
<b>Waived Liquidated Damages:</b> \$0	
<b>Net Liquidated Damages:</b> \$52.13	
<b>Interest on Violated Principal:</b> \$0.00	
<b>Interest End Date:</b> 06/14/2019	
<b>Total Violation Amount:</b> \$52.13	
<b>Remaining Outstanding Quantity:</b> 100 CWT	
<b>Remaining Outstanding Principal:</b> \$695.00	
<b>*Determining Official:</b>	COC
<b>*Determination Date:</b>	06/14/2019

Save & Exit	Save & Submit	Back
-------------	---------------	------

--\*

## 822 Violation Screen (Continued)

**C Field Descriptions and Actions for Violation Screen**

The following table provides the field descriptions and actions for the Violation Screen.

\*--

Field/Button	Description	Action
<b>Violation Quantity</b>		
Seal/Bin/Lot	Displays the seal/bin/lot of the loan.	
Loan Rate	Displays the loan rate of the loan.	
Outstanding Quantity	Displays the outstanding quantity of the loan.	
Outstanding Principal	Displays the outstanding principal of the loan.	
Violated Quantity	Displays the violated quantity.	
Violation Option	Displays the option of violation selected.	
<b>Violation Data</b>		
Violation Reason	Displays the reason for the violation.	
Total Violated Quantity	Displays the total amount of quantity in violation.	
Violation Date	Date the violation occurred.	Enter the date the violation was discovered.
Violated Principal	Displays the amount of principal associated with the violated quantity.	
Total Liquidated Damages	Displays the calculated liquidated damages.	
Appeal/Reconsideration	Displays whether an appeal/reconsideration was requested.	
Good Faith Determination	Displays good faith determination.	

--\*

## 822 Violation Screen (Continued)

## C Field Descriptions and Actions for Violation Screen (Continued)

Field/Button	Description	Action
<b>Violation Data (Continued)</b>		
Waived Liquidated Damages	Allows the user to enter the amount of waived liquidated damages.  <b>Note:</b> The “Good Faith Determination” response must be “Yes” to record liquidated damages.	Enter the amount of waived liquidated damages, if applicable.
Net Liquidated Damages	Displays the calculated liquidated damages to be collected.	
Interest on Violated Principal	Displays the calculated interest on principal for quantity violated.	
Interest End Date	Displays the date interest calculations end for quantity violated.	
Total Violation Amount	Displays the total amount of the violation.	
Remaining Outstanding Quantity	Displays the remaining outstanding quantity.	
Remaining Outstanding Principal	Displays the remaining outstanding principal.	
Determining Official	The level of official that determined the violation and/or waived liquidated damages.	Select 1 of the following from the drop-down list:  <ul style="list-style-type: none"> <li>• COC</li> <li>• STC</li> <li>• National Office.</li> </ul>
Determination Date	The date the applicable official made the good faith determination.	Enter the date the good faith determination was made.
***	***	***
Save & Exit	Saves the progress and returns user to the Loan Search Screen.	CLICK “ <b>Save &amp; Exit</b> ”.
Save & Submit	Saves violation details and submits receivable information to NRRS.	CLICK “ <b>Save &amp; Submit</b> ” to continue to the next screen.
Back		CLICK “ <b>Back</b> ” to return to the Loan Servicing Screen.


## \*--823 Violation Confirmation Screen

## A Overview

After the violation details have been successfully submitted to NRRS, the Violation Confirmation Screen will be displayed.

## B Example of Violation Confirmation Screen

The following is an example of the Violation Confirmation Screen.

Violation Confirmation	
<b>Loan Status:</b> Disbursed	<b>Producer Type:</b> PRODUCER
<b>State:</b> KANSAS	<b>County:</b> CRAWFORD
<b>Loan Number:</b> 10056	<b>Crop Year:</b> 2016
<b>Commodity:</b> CORN - YC	<b>Loan Type:</b> FARM
<b>Contact:</b> IM FARMER	
<b>Violation Status:</b> Complete	
 • Transmission has completed successfully	
<b>Violation Reason:</b>	Unauthorized Disposition
<b>Violation Date:</b>	06/01/2018
<b>Violated Quantity:</b>	1,000 BU
<b>Liquidated Principal:</b>	\$2,080.00
<b>Interest on Liquidated Principal:</b>	\$70.16
<b>Total Liquidated Damages:</b>	\$208.00
<b>Waived Liquidated Damages:</b>	\$0.00
<b>Net Liquidated Damages:</b>	\$208.00
<b>Total Violation Amount:</b>	\$2,358.16
<input type="button" value="Continue"/>	

## C Action

On the Violation Confirmation Screen, CLICK “Continue” to return to the Search Loans Screen.--\*

## \*--824 Transfer to Receivables Details Screen

## A Overview

When a loan has been determined that no further action can be processed in CLPS (such as bankruptcy and local sale), CLPS allows the user to transfer the outstanding principal and interest to NRRS for further collection.

**Important:** A receivable will be automatically established. County Offices **must not** create a manual receivable.

## B Example of Transfer to Receivables Details Screen

The following is an example of the Transfer to Receivables Details Screen.

Transfer to Receivables Details				
<b>Loan Status:</b> Disbursed		<b>Producer Type:</b> PRODUCER		
<b>State:</b> KANSAS		<b>County:</b> CRAWFORD		
<b>Loan Number:</b> 10055		<b>Crop Year:</b> 2016		
<b>Commodity:</b> WHEAT - SRW		<b>Loan Type:</b> FARM		
<b>Contact:</b> IM FARMER				
<b>Disbursement Date:</b> 09/28/2016		<b>Interest Rate:</b> 1.5000%		
<b>Transfer To Receivables Data</b>				
Seal/ Bin/Lot	Loan Rate	Outstanding Quantity	Outstanding Principal	Transfer To Receivables Quantity
1	\$2.42	8,050 BU	\$19,481.00	8,050 BU
State - County: KS CRAWFORD				
<b>*Transfer To Receivables Reason:</b>		<input type="text" value="&lt;Select Reason&gt;"/>		
<b>Other Reason Description:</b>		<input type="text"/>		
<b>Outstanding Quantity:</b>		8,050.00 BU		
<b>Outstanding Principal:</b>		\$19,481.00		
<b>Interest End Date:</b>		06/06/2018		
<b>Outstanding Interest Amount:</b>		\$657.08		
<input type="button" value="Save &amp; Submit"/>		<input type="button" value="Cancel"/>		

--\*

## \*--824 Transfer to Receivables Details Screen (Continued)

**C Field Descriptions and Actions for Violation Screen**

The following table provides the field descriptions and actions for the Transfer to Receivables Details Screen.

Field/Button	Description	Action
<b>Transfer to Receivables Data</b>		
Seal/Bin/Lot	Displays the seal/bin/lot of the loan.	
Loan Rate	Displays the loan rate of the loan.	
Outstanding Quantity	Displays the outstanding quantity of the loan.	
Outstanding Principal	Displays the outstanding principal of the loan.	
Transfer to Receivable Quantity	Displays the quantity that will be transferred to NRRS.	
State-County	Displays the State and county of the loan.	
Transfer to Receivables Reason	Allows the user to select the reason the loan is being transferred to NRRS.	Select 1 of the following from the drop-down list: <ul style="list-style-type: none"> <li>• <b>“Bankruptcy”</b></li> <li>• <b>“Handling Only – Local Sale”</b></li> <li>• <b>“Other”.</b></li> </ul>
Other Reason Description	Allows the user to enter additional information when the reason selected is “Other”.	Enter additional information, as applicable.
Outstanding Quantity	Displays the outstanding quantity of the loan that is being transferred to NRRS.	
Outstanding Principal	Displays the outstanding principal of the loan that is being transferred to NRRS.	
Interest End Date	Displays the date the interest has stopped accruing in CLPS.	
Outstanding Interest Amount	Displays the accrued interest being transferred to NRRS.	
Save & Submit		CLICK <b>“Save &amp; Submit”</b> to complete the process.
Cancel		CLICK <b>“Cancel”</b> to return to the Loan Servicing Screen.

--\*




**825 Transfer to Receivables Confirmation Screen****A Overview**

The Transfer to Receivables Confirmation Screen will be displayed after successful transmission to NRRS.

**B Example of Transfer to Receivables Confirmation Screen**

The following is an example of the Transfer to Receivables Confirmation Screen.

<b>Transfer to Receivables Confirmation</b>	
<b>Loan Status:</b> Transferred to N	<b>Producer Type:</b> PRODUCER
<b>State:</b> KANSAS	<b>County:</b> CRAWFORD
<b>Loan Number:</b> 10055	<b>Crop Year:</b> 2016
<b>Commodity:</b> WHEAT - SRW	<b>Loan Type:</b> FARM
<b>Contact:</b> IM FARMER	
<hr/> <div>  <ul style="list-style-type: none"> <li>• Transmission has completed successfully</li> </ul> </div>	
<b>Transfer To Receivables Quantity:</b> 8,050 BU <b>Transfer To Receivables Principal:</b> \$19,481.00 <b>Transfer To Receivables Interest:</b> \$657.08 <b>Quantity Remaining:</b> 0.00 BU <b>Principal Remaining:</b> \$0.00	
<input type="button" value="Continue"/>	

**C Action**

On the Transfer to Receivables Confirmation Screen, CLICK “Continue”.

**826-840 (Reserved)**



**\*--841 Marketing Authority****A Overview**

8-LP authorize producers to transfer loan collateral from existing storage locations for the following reasons:

- Farm-stored to warehouse-stored transfers-
- Warehouse-stored to farm-stored transfers (currently not available in the CLPS application)
- alternate farm-stored locations
- delivery of collateral for sale.

Before loan collateral can be transferred, the applicable marketing authorization should be recorded in the County Office.

**Note:** Requests for marketing authorizations can be made by telephone, FAX, or in person by the producer.

**B Marketing Authorizations**

See 8-LP for instructions to complete:

- CCC-681, Authorization to Move Loan Collateral or Designated Additional Storage (paragraph 614)
- CCC-681-1, Authorization for Delivery of Loan Collateral for Sale (paragraph 741).

**C Action**

To record a marketing authorization:

- verify all information has been submitted for the eligible commodity according to 8-LP
- access CLPS according to paragraph 50
- search the loan according to paragraph 51
- CLICK “**Service**” on the Results Search Screen
- using the drop-down click “**Marketing Authorization**” on the Loan Servicing Screen
- CLICK “**Go**”,--\*

**\*--842 Marketing Authorization Initiation Screen****A Overview**

Before a farm-stored loan can be transferred, a CCC-681 must be filed in the Service Center.

**B Example of Marketing Authorization Initiation Screen**

The following is an example of the Marketing Authorization Initiation Screen.

**Marketing Authorization Initiation**

**Loan Status:** Disbursed      **Producer Type:** PRODUCER  
**State:** ARKANSAS      **County:** ASHLEY  
**Loan Number:** 10010      **Crop Year:** 2018  
**Commodity:** SOYA - YSB      **Loan Type:** FARM  
**Contact:** IM FARMER  
**Market Authorization**  
**Status:** Draft

---

**\*Select Authorization Type:** **\*\* Select \*\***  
Farm to Warehouse Transfer  
Additional Storage Designation  
Delivery of loan Collateral for Sale

**\*Request Date:**

**C Action**

On the Marketing Authorization Initiation Screen:

- select “Authorization Type”
- enter the “Request Date”
- CLICK “Save & Continue”.--\*

**\*--843 Authorization Type “Farm to Warehouse Transfer” Marketing Authorization Detail Screen**

**A Overview**

The Marketing Authorization Detail Screen allows the user to enter details applicable to a farm to warehouse transfer authorization.

**B Example of Marketing Authorization Detail Screen for Farm to Warehouse Transfers**

The following is an example of the Marketing Authorization Detail Screen for a farm to warehouse transfer.

**Marketing Authorization - Farm To Warehouse Transfer**

**Loan Status:** Disbursed  
**State:** ARKANSAS  
**Loan Number:** 10010  
**Commodity:** SOYA - YSB  
**Contact:** IM FARMER  
**Market Authorization Status:** Draft

**Producer Type:** PRODUCER  
**County:** ASHLEY  
**Crop Year:** 2018  
**Loan Type:** FARM

---

**Marketing Authorization Details**

**\*Search Option:** \*\* Select Search Option \*\* ▼

**\*Enter Search Criteria:**

Search for Warehouse

**\*Warehouse Name:** \*\* Select \*\* ▼

**Warehouse Address:**

**Warehouse City:**

**Warehouse State:**      **Zip:**

**Warehouse Phone:**

Seal/Bin/Lot	Outstanding Quantity	Quantity to Transfer
1	10,000 BU	<span style="border: 1px solid black; padding: 2px 10px;">0</span> BU
2	10,000 BU	<span style="border: 1px solid black; padding: 2px 10px;">0</span> BU
3	10,000 BU	<span style="border: 1px solid black; padding: 2px 10px;">0</span> BU
4	10,000 BU	<span style="border: 1px solid black; padding: 2px 10px;">0</span> BU
5	10,000 BU	<span style="border: 1px solid black; padding: 2px 10px;">0</span> BU
6	10,000 BU	<span style="border: 1px solid black; padding: 2px 10px;">0</span> BU
7	10,000 BU	<span style="border: 1px solid black; padding: 2px 10px;">0</span> BU
8	10,000 BU	<span style="border: 1px solid black; padding: 2px 10px;">0</span> BU

**1**

Displaying 1 through 8 of 8 items | Total Pages: 1

Save & Exit
Save & Continue
Cancel

--\*

**\*--843 Authorization Type “Farm to Warehouse Transfer” Marketing Authorization Detail Screen (Continued)**

**C Field Descriptions and Actions for Marketing Authorization Detail Screen for Farm to Warehouse Transfers**

The following table provides the field descriptions and actions for the Transfer Quantity Screen.

Field/Button	Description	Action
Header Information		
Loan Status	Displays the status of the loan.	
Producer Type	Identifies whether the loan is for a producer or a cooperative.	
State	Displays the state where the farm-stored loan is located.	
County	Displays the county where the farm-stored loan is located.	
Loan Number	The sequential number assigned to loan used to identify a particular loan.	
Crop Year	The crop year of the loan.	
Commodity	Identifies the commodity under loan.	
Loan Type	The loan type.	
Contact	The producer selected as the contact producer.	
Authorization Status	The status of the authorization.	
Authorization Details		
Search Option	Available search options for selecting warehouse.	Use drop-down menu to select search option: <ul style="list-style-type: none"><li>“Search by Warehouse Code”</li><li>“Search by Warehouse Name”</li><li>“Search Favorites”.</li></ul>

--\*

**\*--843 Authorization Type “Farm to Warehouse Transfer” Marketing Authorization Detail Screen (Continued)**

**C Field Descriptions and Actions for Marketing Authorization Detail Screen for Farm to Warehouse Transfers (Continued)**

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
Enter Search Criteria	Freeform field to enter applicable warehouse search criteria.	Enter one of the following: <ul style="list-style-type: none"> <li>• warehouse code</li> <li>• warehouse name.</li> </ul>
Search for Warehouse		CLICK “ <b>Search for Warehouse</b> ” button.
Warehouse Name	Drop-down menu of search results.	Select warehouse that commodity is being transferred to.
Warehouse Address	Address of the selected warehouse.	
Warehouse City / State / Zip	City, State and ZIP of the selected warehouse.	
Warehouse Phone	Phone number of the selected warehouse.	
<b>Authorization Details Continued</b>		
Seal/Bin/Lot	Seal/bin/lot assigned to the storage location.	
Outstanding Quantity	The outstanding quantity of the seal/bin/lot.	
Transfer Quantity	The quantity that is being transferred to the warehouse.	Enter the quantity being transferred.
Save & Continue		CLICK “ <b>Save &amp; Continue</b> ” to proceed to the next screen.  <b>Note:</b> Summary page and COC approval will be displayed.
Save & Exit		CLICK “ <b>Save &amp; Exit</b> ” to save progress and exit authorization.
Cancel		CLICK “ <b>Cancel</b> ” to exit without saving the authorization.

--\*

## \*--844 Authorization Type “Additional Storage” Marketing Authorization Detail Screen

**A Overview**

Producers must request authorization to move collateral to additional storage locations.

**B Example of Marketing Authorization Detail Screen for Additional Storage Designations**

The following is an example of the Marketing Authorization Detail Screen for additional storage designations.

Marketing Authorization - Additional Storage Designation			
<b>Loan Status:</b> Disbursed	<b>Producer Type:</b> PRODUCER		
<b>State:</b> ARKANSAS	<b>County:</b> ASHLEY		
<b>Loan Number:</b> 10010	<b>Crop Year:</b> 2018		
<b>Commodity:</b> SOYA - YSB	<b>Loan Type:</b> FARM		
<b>Contact:</b> IM FARMER			
<b>Market Authorization Status:</b> Draft			
<hr/>			
<b>Add Storage Designation Details</b>			
*Current Bin/Seal/Lot: <input type="text" value="**Select**"/>			
Current Quantity: 0 BU			
*New Seal Number: <input type="text"/>			
*New Location: <input type="text"/>			
<input type="button" value="Add"/> <input type="button" value="Clear"/>			
<hr/>			
<b>Additional Storage Designations</b>			
Current Seal Number	Current Quantity	New Seal Number	Description
<input type="button" value="Save &amp; Exit"/> <input type="button" value="Save &amp; Continue"/> <input type="button" value="Cancel"/>			

--\*



**\*--844 Authorization Type “Additional Storage” Marketing Authorization Detail Screen  
(Continued)**

**C Field Descriptions and Actions for Additional Storage Designations Detail Screen**

The following table provides the field descriptions and actions for the Additional Storage Designation Screen.

Field/Button	Description	Action
Header Information		
Loan Status	Displays the status of the loan.	
Producer Type	Identified whether the loan is for a producer or a cooperative.	
State	Displays the State where the farm-stored loan is located.	
County	Displays the county where the farm-stored loan is located	
Loan Number	The sequential number assigned to loans used to identify a particular loan.	
Crop Year	The crop year of the loan.	
Commodity	Identifies the commodity under loan.	
Loan Type	Identifies if the loan is farm-stored or warehouse-stored.	
Contact	The primary contact for the loan.	
Authorization Status	The status of the authorization.	
Designation Details		
Current Bin/Seal/Lot	Drop-down menu of all current bins listed on the loan.	Select bin of collateral to be moved.
Current Quantity	Displays current outstanding quantity of selected bin.	
New Seal Number	Freeform field provided to capture new seal number.	Enter the new seal number for where the collateral is being moved to.
New Location	Freeform field provided to capture description of new location.	Enter a description of the new storage location.
Add		CLICK “ <b>Add</b> ” to populate the request for additional storage location.
Clear		CLICK “ <b>Clear</b> ” to remove details entered.

--\*

**\*--844 Authorization Type “Additional Storage” Marketing Authorization Detail Screen  
(Continued)**

**C Field Descriptions and Actions for Additional Storage Designations Detail Screen  
(Continued)**

Field/Button	Description	Action
<b>Designation Details</b>		
Save & Exit		CLICK “ <b>Save &amp; Exit</b> ” to save progress and return to loan servicing screen.
Save & Continue		CLICK “ <b>Save &amp; Continue</b> ” to proceed to the next screen.
Cancel		CLICK “ <b>Cancel</b> ” to cancel the process.

--\*

**\*--845 Authorization Type “Delivery of Loan Collateral for Sale” Marketing Authorization Detail Screen**

**A Overview**

Producers may request that a commodity under farm-stored loan be released for delivery to a buyer before repayment according to 8-LP. The CCC-681-1 is used for authorization of delivery.

**B Example of Marketing Authorization Screen for Delivery of Loan Collateral for Sale**

The following is an example of the Marketing Authorization Detail assignment block.

**Marketing Authorization Details**

**Date Request Received:** 03/21/2019  
**Maturity Date:** 04/30/2019  
**\*Expiration Date:**    
**Authorized Quantity:** 80,000  
**Quantity for Paid Assessment or Promotion Fee:** 80,000  
**\*Storage Location:**

^  
v

--\*

**\*--845 Authorization Type “Delivery of Loan Collateral for Sale” Marketing Authorization Detail Screen (Continued)**

**B Example of Marketing Authorization Screen for Delivery of Loan Collateral for Sale (Continued)**

The following is an example of the Select Buyer / Delivery Address assignment blocks.

Select Buyer Address	
Is Buyer an approved warehouse? <input checked="" type="radio"/> Yes <input type="radio"/> No	
*Search Option:	** Select Search Option ** ▼
*Search Criteria:	<input type="text"/> <input type="button" value="Select Buyer"/>
*Buyer Name:	** Select ** ▼
Buyer Address:	
Buyer City:	
Buyer State:	Buyer Zip:
Select Delivery Address	
Is the delivery location the same as the Buyer's address? <input checked="" type="radio"/> Yes <input type="radio"/> No	
Delivery Address:	
Delivery City:	
Delivery State:	Delivery Zip:

**Note:** The search options for Buyer Address and Delivery Address will adjust accordingly depending on whether either location is and/or is not an approved warehouse.--\*

**\*--845 Authorization Type “Delivery of Loan Collateral for Sale” Marketing Authorization Detail Screen (Continued)**

**B Example of Marketing Authorization Screen for Delivery of Loan Collateral for Sale (Continued)**

The following is an example of Form Questions assignment box.

**Form Questions**

**\* Payable solely to CCC?** \*\*Select\*\* ▼

**\* Has Lock-In Repayment Rate been requested on form CCC-697?** \*\*Select\*\* ▼

**\* Request received by phone?** \*\*Select\*\* ▼

**\* Did the producer begin moving collateral on a non-workday?** \*\*Select\*\* ▼

**\* Did the producer request authorization to move the collateral the next workday?** \*\*Select\*\* ▼

**Remarks:**

Save & Exit
Save & Continue
Cancel

--\*

**\*--845 Authorization Type “Delivery of Loan Collateral for Sale” Marketing Authorization Detail Screen (Continued)**

**C Field Descriptions and Actions for Marketing Authorization for Delivery of Loan Collateral for Sale**

The following table provides the field descriptions and actions for the Marketing Authorization Screen for Delivery of Loan Collateral for sale.

Field/Button	Description	Action
<b>Marketing Authorization Details</b>		
Date Request Received	Displays the date producer submits request to move collateral for sale purposes.	
Maturity Date	Displays the maturity date of the loan.	
Expiration Date	Manual entry of marketing authorization expiration date.  <b>Note:</b> May be either of the following: <ul style="list-style-type: none"> <li>• 15 calendar days</li> <li>• 30 calendar days.</li> </ul>	Enter the expiration date.  If the expiration date falls on a non-workday, enter the next business day.
Authorized Quantity	Displays the amount of outstanding quantity of the loan.	
Quantity for Paid Assessment	Shows the amount quantity that assessments or promotions fees have been calculated and paid for of the loan.	
Storage Location	Manual entry of location where commodity is currently being stored.	Enter the current location of the commodity into the freeform field.
<b>Buyer/Delivery Address Details</b>		
Q&A	Is Buyer an approved warehouse?  If yes, user will search from warehouses loaded into LPAS.  If no, user will search from SCIMS. Buyer must be listed in SCIMS.	Select “Yes” or “No”.

--\*

**\*--845 Authorization Type “Delivery of Loan Collateral for Sale” Marketing Authorization Detail Screen (Continued)**

**C Field Descriptions and Actions for Marketing Authorization for Delivery of Loan Collateral for Sale (Continued)**

Field/Button	Description	Action
<b>Buyer/Delivery Address Details</b>		
Search Option	Drop-down menu of options in which to search for approved warehouses by.	Select one of the following options: <ul style="list-style-type: none"> <li>• “Warehouse Code”</li> <li>• “Warehouse Name”</li> <li>• “Warehouse Favorites”.</li> </ul>
Search Criteria	Manual entry of criteria or information applicable to search option selected from the drop-down menu.	Enter applicable criteria into the freeform field.
Select Buyer		CLICK “ <b>Select Buyer</b> ”
Buyer Name	Drop-down list of warehouses meeting search criteria.	Select warehouse.
Buyer Information	Display of address, city and ZIP for selected warehouse.	
Q&A	Is the delivery location the same as the buyer’s address?  If yes, the system will auto populate the address based upon entry for the buyer’s address.  If no, the system will require an answer to additional question.	Select “Yes” or “No”.
Q&A	Is the delivery location an approved warehouse?  If yes, user will search from warehouses loaded into LPAS.  If no, user will be allowed to freeform delivery information.	Select “Yes” or “No”.

--\*

**\*--845 Authorization Type “Delivery of Loan Collateral for Sale” Marketing Authorization Detail Screen (Continued)**

**C Field Descriptions and Actions for Marketing Authorization for Delivery of Loan Collateral for Sale (Continued)**

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
Search Option	Drop-down menu of options in which to search for approved warehouses by.	Select one of the following options: <ul style="list-style-type: none"> <li>• “Warehouse Code”</li> <li>• “Warehouse Name”</li> <li>• “Warehouse Favorites.”</li> </ul>
Search Criteria	Manual entry of criteria or information applicable to Search option selected from the drop-down menu.	Enter applicable criteria into the freeform field.
Warehouse Name	If applicable, drop-down list of warehouses meeting search criteria.	Select warehouse.
Delivery Information	Display of address, city and ZIP for selected delivery location.	
<b>Form Questions Details</b>		
Q&A	List of applicable questions required for moving loan collateral for sale including: <ul style="list-style-type: none"> <li>• Payable solely to CCC?</li> <li>• Has a lock-in repayment been requested?</li> <li>• Was request received by phone?</li> <li>• Did moving begin on a non-workday?</li> <li>• Did producer request to move the next workday?</li> </ul> <p><b>Note:</b> See 8-LP, paragraph 743 for additional clarification and policy concerning questions.</p>	Select “Yes” or “No” from the drop-down menu.

--\*



**\*--845 Authorization Type “Delivery of Loan Collateral for Sale” Marketing Authorization Detail Screen (Continued)**

**C Field Descriptions and Actions for Marketing Authorization for Delivery of Loan Collateral for Sale (Continued)**

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
Remarks	Manual entry of any further remarks pertaining to the request.	Enter comments in the freeform box.
Save & Exit		CLICK <b>“Exit”</b> to save progress and proceed to the home screen.
Save & Continue		CLICK <b>“Save &amp; Continue”</b> to proceed to the next screen.
Cancel		CLICK <b>“Cancel”</b> to cancel the process.

--\*

## \*--846 Marketing Authorization Summary

## A Overview

The Marketing Authorization Summary Screen displays information applicable to the marketing authorization request. Users will enter signature and approval information on this screen. This screen has the same look and feel for all types of authorization requests.

## B Example Marketing Authorization Summary Screen

The following is an example of the Marketing Authorization Summary Screen.

Marketing Authorization Summary	
<b>Loan Status:</b> Disbursed	<b>Producer Type:</b> PRODUCER
<b>State:</b> ARKANSAS	<b>County:</b> ASHLEY
<b>Loan Number:</b> 10010	<b>Crop Year:</b> 2018
<b>Commodity:</b> SOYA - YSB	<b>Loan Type:</b> FARM
<b>Contact:</b> IM Farmer	
<b>Market Authorization Status:</b> Pending Producer Signature	
<hr/> <b>Marketing Authorization Summary</b>	
<b>Marketing Authorization Type:</b> Delivery of loan Collateral for Sale	
<b>Authorized Quantity:</b> 80,000 BU	
<b>Request Date:</b> 08/01/2018	
<b>Expiration Date:</b> 03/25/2019	
<hr/> <b>Date Signed Authorization Received</b>	
<b>Received Date:</b>	
<b>Signature Date</b>	<b>Signed For / By</b>
	None
<input type="button" value="Edit"/>	
<hr/> <b>COC Action</b>	
<b>*COC Approval Date:</b>	<input type="text"/> <input type="button" value="Calendar"/> <input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Disapproved</b>
<b>*Approver Name:</b>	<input type="text"/>
<b>*Title:</b>	<input type="text"/>
<input type="button" value="Submit"/>	
<input type="button" value="Back"/> <input type="button" value="Generate CCC-681-1"/> <input type="button" value="Exit"/>	

--\*

## \*--846 Marketing Authorization Summary (Continued)

**C Field Descriptions and Actions for Marketing Authorization Summary and Approval**

The following table provides the field descriptions and actions for the Marketing Authorization Summary Screen.

Field/Button	Description	Action
Marketing Authorization Summary		
Marketing Authorization Type	Displays what type of authorization is being requested.	
Authorized Quantity	Displays authorized quantity equal to the outstanding quantity of the loan.	
Request Date	Displays the date the request was received.	
Expiration Date	Displays the date the request will expire.	
Producer Signature		
Edit		CLICK “Edit” to enter producer signature information.
<div><div>Date Signed Authorization Received</div><div>Received Date: 08/10/2018</div><div>Add Signature</div><div>*Signature (by): IM FARMER</div><div>Title/Relationship: SELF</div><div>Signature Date: 08/09/2018</div><div>Add Clear</div></div>		Enter date in which County Office received <b>signed</b> request.
		Enter name of person(s) signing authorization on behalf of producer.
		Enter title/relationship to producer.
		Enter producer signature date.
		CLICK “Add”.
COC Action		
COC Approval Date	Manual entry of the date in which the COC approves or disapproves the authorization request.	Enter the date using xx/xx/xxx format or by using the calendar icon.

--\*

**\*--846 Marketing Authorization Summary (Continued)****C Field Descriptions and Actions for Marketing Authorization Summary and Approval (Continued)**

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
Approved / Disapproved	Checkbox indicator.	Choose the checkbox next to the appropriate response.
Approver Name	Manual entry of the person with delegation of authority to approve the request.	Enter first and last name.
Title	Manual entry of the title to the person with delegation of authority to approve the request.	Enter approver's title. <b>Example:</b> CED.
Submit		CLICK " <b>Submit</b> ".
Back		CLICK " <b>Back</b> " to return to the previous page.
Generate CCC-681-1		CLICK " <b>Generate</b> " to print the authorization.
Exit		CLICK " <b>Exit</b> " to return to the home page.

--\*

## \*--847 Marketing Authorization Service Actions

### A Overview

Marketing authorizations are available on the loan servicing screen. Authorizations can be edited at any time before COC approval has been recorded.

### B Available Servicing Options

Available servicing actions for marketing authorizations include:

- edit
- extend
- print
- add signatures
- delete.

The following is an example of the Extension Screen.

Marketing Authorizations-Extend Expiration Date	
<b>Loan Status:</b> Disbursed <b>State:</b> ARKANSAS <b>Loan Number:</b> 10016 <b>Commodity:</b> CORN - YC <b>Contact:</b> IM FARMER <b>Market</b> <b>Authorization</b> <b>Status:</b> Approved	<b>Producer Type:</b> PRODUCER <b>County:</b> ASHLEY <b>Crop Year:</b> 2019 <b>Loan Type:</b> FARM
<div style="border: 1px solid #0056b3; padding: 10px; margin: 10px 0;"> <div style="border-bottom: 1px solid #0056b3; padding-bottom: 5px;"> <b>Extend Expiration Date</b> </div> <div style="padding: 10px 0;"> <p style="text-align: center;"><b>Marketing</b></p> <p><b>Authorization Type:</b> Delivery of loan Collateral for Sale</p> <p><b>Authorized Quantity:</b> 300,000 BU</p> <p><b>Request Date:</b> 06/14/2019</p> <p><b>*Expiration Date:</b> <input style="width: 100px;" type="text"/> </p> </div> </div>	
<div style="display: flex; justify-content: center; gap: 20px;"> <div style="border: 1px solid #ccc; padding: 5px 15px; background-color: #f0f0f0;">Save &amp; Submit</div> <div style="border: 1px solid #ccc; padding: 5px 15px; background-color: #f0f0f0;">Cancel</div> </div>	

### C Action

Enter the new expiration date according to 8-LP and CLICK “**Save & Submit**”.

Extended marketing authorizations do not require further COC action to be taken in the automated system.--\*

**\*--848 Marketing Authorization Confirmation Screens****A Overview**


Confirmation screens appear when the request has been approved successfully and when the authorization has been extended successfully. Users have the option to print either CCC-681 or CCC-681-1 from the confirmation screen in both instances.

**B Example of the Marketing Authorization Confirmation Screen**

Following is an example of the Marketing Authorization Confirmation Screen.

Confirmation	
<b>Loan Status:</b> Disbursed	<b>Producer Type:</b> PRODUCER
<b>State:</b> ARKANSAS	<b>County:</b> ASHLEY
<b>Loan Number:</b> 10016	<b>Crop Year:</b> 2019
<b>Commodity:</b> CORN - YC	<b>Loan Type:</b> FARM
<b>Contact:</b> IM FARMER	
<b>Market</b>	
<b>Authorization</b>	
<b>Status:</b> Approved	

---



- Marketing Authorization approved

**C Action**

Generate CCC-681 or CCC-681-1. Follow 8-LP for further actions.--\*

**849-899 (Reserved )**

**\*--Part 9 Farm to Warehouse Transfers****900 General Information****A Overview**

8-LP authorized producers to move farm-stored collateral to warehouse storage if all applicable requirements are met.

All warehouse receipts **must** be verified for accuracy **before** loan is entered into CLPS. See paragraph 100 or commodity specific warehouse validation worksheets.

**Note:** If the warehouse receipt is not accurate according to applicable 2-LP handbooks, the warehouse receipt **must** be returned to the warehouse for correction.

**B Transferred Loan Quantity**

Transferred loan quantity, for farm to warehouse transfers, is the loan liquidated from the farm-stored loan according to 8-LP. Quantity transferred may be partially or fully transferred.

**C Action**

To transfer a farm-stored loan:


- verify all information has been submitted for the eligible commodity according to 8-LP
- access CLPS according to paragraph 50
- search the loan according to paragraph 51
- CLICK “**Service**” on the Results Search Screen
- from the drop-down menu CLICK “**Farm to Warehouse Transfer**” on the Loan Servicing Screen
- CLICK “**Go**”,--\*

**\*--901 Farm to Warehouse Transfer Initiation Screen****A Overview**

Before a farm-stored loan can be transferred, CCC-681 must be filed in the service center.

**B Example of Farm to Warehouse Initiation Screen**

The following is an example of the Farm to Warehouse Transfer Initiation Screen.

Farm to Warehouse Transfer Initiation	
<b>Loan Status:</b> Disbursed	<b>Producer Type:</b> PRODUCER
<b>State:</b> TEXAS	<b>County:</b> COCHRAN
<b>Loan Number:</b> 10037	<b>Crop Year:</b> 2017
<b>Commodity:</b> BRLY - BRL	<b>Loan Type:</b> FARM
<b>Contact:</b> IM FARMER	
<p><b>*CCC-681 Date:</b> <input type="text" value="08/03/2018"/> </p> <p><input type="button" value="Save &amp; Continue"/> <input type="button" value="Cancel"/></p>	

**C Action**

On the Farm to Warehouse Transfer Initiation Screen:

- enter the CCC-681 date
- CLICK “Save & Continue”,--\*



## \*--902 Transfer Quantity Screen

## A Overview

The Transfer Quantity Screen allows the user to select the quantity to transfer.

## B Example Farm to Warehouse Initiation Screen

The following is an example of the Farm to Warehouse Transfer Initiation Screen.

Transfer Quantities

**Loan Status:** Disbursed  
**State:** TEXAS  
**Loan Number:** 10037  
**Commodity:** BRLY - BRL  
**Contact:** IM FARMER  
**Farm to Warehouse**  
**Transfer Status:** Draft

**Producer Type:** PRODUCER  
**County:** COCHRAN  
**Crop Year:** 2017  
**Loan Type:** FARM

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• New Warehouse Loan 10038 has been successfully initiated.

**Transfer Quantity**

Seal/ Bin/Lot	Loan Rate	Outstanding Quantity	Outstanding Principal	Transfer Quantity
1	\$1.98	10,000 BU	\$19,800.00	<input style="width: 50px;" type="text" value="0"/>
<b>State - County:</b> TX COCHRAN				
2	\$1.98	10,000 BU	\$19,800.00	<input style="width: 50px;" type="text" value="0"/>
<b>State - County:</b> TX COCHRAN				
3	\$1.98	10,000 BU	\$19,800.00	<input style="width: 50px;" type="text" value="0"/>
<b>State - County:</b> TX COCHRAN				
4	\$1.98	5,000 BU	\$9,900.00	<input style="width: 50px;" type="text" value="0"/>
<b>State - County:</b> TX COCHRAN				
5	\$1.98	5,000 BU	\$9,900.00	<input style="width: 50px;" type="text" value="0"/>
<b>State - County:</b> TX COCHRAN				
6	\$1.98	10,000 BU	\$19,800.00	<input style="width: 50px;" type="text" value="0"/>
<b>State - County:</b> TX COCHRAN				
7	\$1.98	5,000 BU	\$9,900.00	<input style="width: 50px;" type="text" value="0"/>
<b>State - County:</b> TX COCHRAN				

Total Quantity Allocated to Transfer: 0 BU

Save & Continue

Back

--\*

**\*--902 Transfer Quantity Screen (Continued)****C Field Descriptions and Actions for Transfer Quantity Screen**

The following table provides the field descriptions and actions for the Transfer Quantity Screen.

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
<b>Header</b>		
Status	Displays the status of the loan.	
Producer Type	Identifies whether the loan is for a producer or a cooperative.	
State	Displays the State where the farm-stored loan is located.	
County	Displays the county where the farm-stored loan is located.	
Loan Number	The sequential number assigned to loan used to identify a particular loan.	
Crop Year	The crop year of the loan.	
Commodity	Identifies the commodity under loan.	
Loan Type	The loan type.	
Contact	The producer selected as the contact producer.	
Crop Year	The crop year of the loan.	
Farm to Warehouse Transfer Status	The status of the transfer.	
Original Farm-Stored Hyperlink	Allows the user to return to the original farm-stored loan to make edits.	Click the hyperlink to return to the original loan.

--\*

## \*--902 Transfer Quantity Screen (Continued)

## C Field Descriptions and Actions for Transfer Quantity Screen (Continued)

Field/Button	Description	Action
<b>Transfer Quantity</b>		
Seal/Bin/Lot	Seal/bin/lot assigned to the storage location.	
Loan Rate	The loan rate of the farm-stored loan.  <b>Note:</b> The loan rate will not change even if the new warehouse loan is in another location with a different loan rate.	
Outstanding Quantity	The outstanding quantity of the seal/bin/lot.	
Outstanding Principal	The outstanding principal of the seal/bin/lot.	
Transfer Quantity	The quantity that is being transferred to the warehouse.	Enter the quantity being transferred.
Total Quantity Allocated to Transfer	Displays the total quantity that is being transferred.	
Save & Continue		CLICK <b>“Save &amp; Continue”</b> to proceed to the next screen.  Note: The producer Screen is displayed.  CLICK <b>“Continue”</b> to proceed to the Commodity Information Screen.
Back		CLICK <b>“Back”</b> to proceed to the previous screen.

--\*

## \*--903 Commodity Information Screen for Farm-Stored to Warehouse-Stored Transfer

**A Overview**

The Commodity Information Screen for farm-stored to warehouse-stored transfer allows users to enter the warehouse location.

**B Example of Commodity Information Screen for Farm-Stored to Warehouse-Stored Transfer**

The following is an example of the Commodity Information Screen for a farm-stored to warehouse-stored transfer.

Commodity Information	
<b>Status:</b> Draft	<b>Producer Type:</b> PRODUCER
<b>State:</b> TEXAS	<b>County:</b> COCHRAN
<b>Loan Number:</b> 10038	<b>Crop Year:</b> 2017
<b>Commodity:</b> BRLY - BRL	<b>Loan Type:</b> WAREHOUSE
<b>Contact:</b> IM FARMER	
<b>Loan Type</b> *Storage: <input checked="" type="radio"/> Warehouse <input type="radio"/> Farm *Funding Type: <input checked="" type="radio"/> Non-recourse <input type="radio"/> Recourse <input type="checkbox"/> Distress Loan	
<b>Commodity</b> *Commodity: BARLEY Class/Variety/Type: Barley (with Hull) Unit of Measure: BU	
<b>Warehouse</b> *Warehouse Code: 12356 *State: TEXAS *County: COCHRAN	
<b>Conditions</b> *Structure: <input checked="" type="radio"/> Measurable <input type="radio"/> Non-measurable Condition: None	
<div>Continue</div> <div>Back</div> <div>Cancel</div>	

--\*

## \*--903 Commodity Information Screen for Farm-Stored to Warehouse-Stored Transfer

**C Field Descriptions and Actions for Warehouse Stored Commodity Information Screen**

The following table provides the field descriptions and actions for the Warehouse Stored Commodity Information Screen.

Field/Button	Description	Action
Header Information		
Status	The status will be “Draft” until the transfer is completed.	
Producer Type	Identified whether the loan is for a producer or a cooperative.	
State	Displays the State where the farm-stored loan is located.	
County	Displays the county where the farm-stored loan is located.	
Loan Number	The loan number is blank until the application has been completed.	
Crop Year	The crop year of the loan.	
Commodity	The commodity will be blank until the commodity type is selected.	
Loan Type	Identifies if the loan is farm stored or warehouse stored. Will be blank until the loan type has been selected.	
Contact	The primary contact for the loan.	
Loan Type		
Storage	Identifies the type of storage for the loan.	
Funding Type	The type of funding for the commodity.	
Commodity		
Commodity	Identifies the type of commodity.  <b>Note:</b> Only eligible commodities for the prouder(s) with a customer profile are displayed.	
Class/Variety/Type	Identifies the class/variety/type for the commodity.	
Unit of Measure	Identifies the unit of measure for the commodity.	

--\*

## \*--903 Commodity Information Screen for Farm-Stored to Warehouse-Stored Transfer

**C Field Descriptions and Actions for Warehouse Stored Commodity Information Screen (Continued)**

Field/Button	Description	Action
<b>Warehouse</b>		
Warehouse Code	Identifies the warehouse code.  <b>Warning:</b> The warehouse code entered <b>cannot</b> be validated for accuracy, so it is important to make sure the correct code is entered. If it is later determined that the code entered is incorrect, the loan will need to be deleted and reentered according to Part 11.	Enter the warehouse code.  <b>Note:</b> Warehouse code must be the CCC assigned warehouse code.  Do <b>not</b> enter the State license number.
State	Identifies the State location of the warehouse on the warehouse receipt.	Using the drop-down menu, select the State the warehouse is located in.
County	Identifies the county location of the warehouse that is on the warehouse receipt.	Using the drop-down menu, select the county the warehouse is located in.
<b>Conditions</b>		
Structure	Identifies if the structure can be measured. This field is not applicable to warehouse stored loans.	
Condition	Identifies the condition of the loan.	
Continue		CLICK <b>“Continue”</b> to proceed to the next screen.
Back		CLICK <b>“Back”</b> to return to previous screen.
Cancel		CLICK <b>“Cancel”</b> to cancel the process.

## 904 Storage Information Screen for Farm-Stored to Warehouse-Stored Transfer

### A Overview

The Commodity Information Screen for farm-stored to warehouse-stored transfer allows users to enter the warehouse location.

### B Example of Storage Information Screen for Farm-Stored to Warehouse-Stored Transfer

The following is an example of the Commodity Information Screen for a farm-stored to \*--warehouse-stored transfer, add receipt.

**Storage Information**

**Status:** Draft  
**State:** ARKANSAS  
**Loan Number:** 10157  
**Commodity:** CORN / YC  
**Contact:** IM Farmer

**Producer Type:** PRODUCER  
**County:** ASHLEY  
**Crop Year:** 2019  
**Loan Type:** WAREHOUSE

---

Original Farm-Stored loan: 10144

Add Receipt
Quality Factors

**Loan Rate:** \$2.36

**\*Receipt Issue Date:**

**\*Warehouse Receipt Number:**

**\*Net Weight:**  LB

**\*Net Quantity:**  BU

**\*Gross Weight(Inc Dockage):**  LB

**\*Gross Quantity:**  BU

**\*Grade:** <Select a Grade>

**\*Date Commodity Received:**

**\*Storage Paid Through Date:**

**\*Have In-Handling Charges been Paid or Provided for?** ☐ Yes ☐ No

**\*Has receipt been signed by warehouseman?** ☐ Yes ☐ No

**\*Commodity Received By** ☐ Barge ☐ Rail ☐ Truck

☐ Truck-Barge

Continue

Add
Clear

**Receipts**

Receipt	Loan Rate	Net Weight	Net Quantity	Action
None				
<b>Allocated Quantity:</b>			<b>7,000.00 BU</b>	
<b>Requested Quantity:</b>			<b>0.00 BU</b>	

Save & Continue
Back
Cancel

--\*

## 904 Storage Information Screen for Farm-Stored to Warehouse-Stored Transfer (Continued)

## B Example of Storage Information Screen for Farm-Stored to Warehouse-Stored Transfer (Continued)

The following is an example of the Commodity Information Screen for a farm-stored to  
\*--warehouse-stored transfer, quality factors.

Storage Information				
<b>Status:</b> Draft		<b>Producer Type:</b> PRODUCER		
<b>State:</b> ARKANSAS		<b>County:</b> ASHLEY		
<b>Loan Number:</b> 10157		<b>Crop Year:</b> 2019		
<b>Commodity:</b> CORN / YC		<b>Loan Type:</b> WAREHOUSE		
<b>Contact:</b> IM Farmer				
<u>Original Farm-Stored loan: 10144</u>				
<div> Add Receipt Quality Factors </div>				
*Test Weight (pounds): <input type="text"/>				
*Dockage (%): <input type="text"/>				
*Moisture (%): <input type="text"/>				
If moisture exceeds acceptable level, has applicable KC-350 been provided?: <input type="checkbox"/>				
*Heat Damage (%): <input type="text"/>				
*Total Damage (%): <input type="text"/>				
*Stones (%): <input type="text"/>				
*Broken and Foreign Material (%): <input type="text"/>				
Animal Filth (%): <input type="text"/>				
Glass (count): <input type="text"/>				
Castor Beans (count): <input type="text"/>				
Cockleburrs (count): <input type="text"/>				
Crotalaria Seeds (count): <input type="text"/>				
Unknown Foreign Substance (count): <input type="text"/>				
COFO: <input type="checkbox"/>				
Distinctly Low Quality: <input type="checkbox"/>				
Ear Corn: <input type="checkbox"/>				
Flint: <input type="checkbox"/>				
<div> Add Clear </div>				
Receipts				
Receipt	Loan Rate	Net Weight	Net Quantity	Action
None				
Allocated Quantity:			7,000.00 BU	
Requested Quantity:			0.00 BU	
<div> Save &amp; Continue Back Cancel </div>				

--\*



## 904 Storage Information Screen for Farm-Stored to Warehouse-Stored Transfer

## C Field Descriptions and Actions for Warehouse-stored Information Screen

The following table provides the field descriptions and actions for the Warehouse-stored Commodity Information Screen.

\*--

Field/Button	Description	Action
<b>Add Receipt</b>		
Rate	Displays the loan rate for the commodity based on the State and county location for the warehouse that was selected on the Commodity Information Screen.	
Receipt Issue Date	The date the receipt was issued.  <b>Note:</b> <b>Cannot</b> be a future date and <b>cannot</b> be before "Date Commodity Received".	Enter the applicable information from the warehouse receipt.
Warehouse Receipt Number	The numeric warehouse receipt number.	
Net Weight (lbs.)	The net weight for the commodity.	
Net Quantity (bu.)	The net quantity for the commodity in the standard UOM.	
Gross Weight (Inc Dockage)	The gross weight including dockage for the commodity.	
Gross Quantity	The gross quantity for the commodity in the standard UOM.	
Grade	The grade determined for the commodity.	
Date Commodity Received	The date the commodity was received in the warehouse.	
Storage Paid Through Date	The date that storage has been paid through. The date <b>cannot</b> be before "Date Commodity Received".  <b>Note:</b> If the receipt has a statement indicating that storage is paid or provided for, the date <b>must</b> be the same as the projected loan maturity date.	Select applicable answer based on what is indicated on the warehouse receipt.  <b>Note:</b> When "No" is selected, the system will block the receipt from being included in the loan.
Has receipt been signed by warehouseman?	Indicates whether the receipt has been signed by authorized individual at the issuing warehouse.  <b>Note:</b> Receipts not signed by the warehouseman are not eligible to be placed under loan.	

--\*

## 904 Storage Information Screen for Farm-Stored to Warehouse-Stored Transfer

## C Field Descriptions and Actions for Warehouse-stored Information Screen (Continued)

\*--

Field/Button	Description	Action
<b>Add Receipt</b>		
Commodity Received By	Indicates how the commodity was delivered to the warehouse.  Options Include: <ul style="list-style-type: none"><li>• barge</li><li>• rail</li><li>• truck</li><li>• truck-Barge.</li></ul>	Select the applicable option based on what is indicated on the warehouse receipt.  <b>Note:</b> This is a required field.
Continue	Allows the user to continue to the Quality Factors tab.	CLICK "Continue"
<b>Quality Factors</b>		
Test Weight (pounds)	The test weight of the commodity.  <b>Note:</b> This is a required field.	Enter the applicable test weight.
Dockage (%)	The dockage percentage for the commodity.  <b>Note:</b> This is a required field.	Enter the applicable dockage percentage.  <b>Note:</b> "0" is an acceptable entry.
Moisture (%)	The moisture percentage for the commodity.  <b>Note:</b> This is a required field.	Enter the applicable moisture.
If moisture exceeds acceptable level, has applicable KC-350 been provided?	Indicates whether receipts with moisture exceeding the acceptable level have KC-350 from the warehouse.  <b>Note:</b> If moisture is above the acceptable level and KC-350 has <b>not</b> been provided, receipt is not eligible for loan.	Check the box <b>only</b> if the KC-350 has been provided.
	Additional quality factors listed are applicable to the commodity selected for loan.  <b>Note:</b> Quality Factors with "*" indicate required entries.	Enter applicable quality factors based on what is indicated on the warehouse receipt.  <b>Note:</b> If required entries are not addressed, the receipt will not be eligible for loan.

--\*

## 904 Storage Information Screen for Farm-Stored to Warehouse-Stored Transfer

## C Field Descriptions and Actions for Warehouse-stored Information Screen (Continued)

Field/Button	Description	Action
Add	Adds warehouse receipt information to the loan. The warehouse information is displayed on the “Receipts” section of the screen each time a receipt is added.  <b>Note:</b> User can add multiple receipts.	CLICK “ <b>Add</b> ”.
Clear		CLICK “ <b>Clear</b> ” to clear information.
Save & Continue	Saves the storage information added to the loan.  The “Save and Continue” button can be selected at any time in the process and will save all information entered to date.  <b>Note:</b> After the loan is saved, the loan status is set to “Draft” and the Loan number is assigned to the loan.	CLICK “ <b>Save &amp; Continue</b> ” to display the Loan Calculations Screen.
Back		CLICK “ <b>Back</b> ” to return to the previous screen.
Cancel		CLICK “ <b>Cancel</b> ” to cancel the process and return to the Search Results Screen.

## 905 Loan Calculation Screen

### A Overview

The Loan Calculation Screen will calculate and display the loan details for the transferred loan.

### B Example of Loan Calculation Screen

Following is an example of the Loan Calculation Screen.

Loan Calculation			
<b>Status:</b> Draft		<b>Producer Type:</b> PRODUCER	
<b>State:</b> TEXAS		<b>County:</b> COCHRAN	
<b>Loan Number:</b> 10038		<b>Crop Year:</b> 2017	
<b>Commodity:</b> BRLY - BRL		<b>Loan Type:</b> WAREHOUSE	
<b>Contact:</b> IM FARMER			
Loan Amount			
<b>Requested Quantity:</b>		30,000.00 BU	
Receipt	Loan Quantity	Rate	Loan Amount
12345	30,000.00 BU	\$1.98	\$59,400.00
			<b>Loan Amount:</b> \$59,400.00
<b>Service Fee:</b>		\$45.00	<b>Override(\$):</b> <input type="text"/>
<b>Reason:</b> <input type="text" value="&lt;Select Reason&gt;"/>			
<input type="button" value="Save &amp; Continue"/>		<input type="button" value="Back"/>	<input type="button" value="Cancel"/>

### C Action

On the Loan Calculation Screen:

- Verify service fee is correct

**Important:** County Offices must **not** override service fees without national office authorization.

**Note:** State and/or National assessments are not applicable to loan transfers. Assessments are paid at the time of the original loan.

- CLICK **“Save & Continue”** to complete the process
- CLICK **“Back”** to return to the previous screen
- CLICK **“Cancel”** to cancel the process.

## 906 Service Fee Screen

## A Overview

An additional service fee is required before the loan can be transferred in CLPS and must be collected from the producer **before** processing the transfer in CLPS.

**Note:** Services cannot be deducted as part of the transfer since no additional monies are being disbursed.

## B Example of Service Fee Payment Screen


Following is an example of the Service Fee Payment Screen.


Service Fee Payment	
<b>Status:</b> Draft	<b>Producer Type:</b> PRODUCER
<b>State:</b> TEXAS	<b>County:</b> COCHRAN
<b>Loan Number:</b> 10038	<b>Crop Year:</b> 2017
<b>Commodity:</b> BRLY - BRL	<b>Loan Type:</b> WAREHOUSE
<b>Contact:</b> IM FARMER	

---

### Add Payment

Amount Due: \$45.00

\*Payment Date:  


\*Payment Method:  

\*Check Number:

\*Payment Amount:

\*Payee Name: IM FARMER

\*State/Office:



## 906 Service Fee Screen (Continued)

**C Field Descriptions and Actions for Service Fee Payment Screen**

The following table provides the field descriptions and actions for the Service Fee Payment Screen.

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
Amount Due	Displays the amount of the service fee that is due.	
Payment Date	Manual entry of the date the payment was received in the county office.	Enter the payment date.
Payment Method	Manual selection of the type of remittance.  See 64-FI for additional information on remittance types.	Using the “Payment Method” drop-down, click one of the following: <ul style="list-style-type: none"> <li>• <b>“Personal Check”</b></li> <li>• <b>“Cashier Check”</b></li> <li>• <b>“Money Order”</b></li> <li>• <b>“Multi-Party Check”</b></li> <li>• <b>“Cash &amp; Coin”.</b></li> </ul>
Check Number	Manual entry of the Check Number.	Enter the check number.
Payment Amount	Manual entry of the amount of the service fee.	Enter payment amount.
Payee Name	Displays name of the person issuing the repayment.  <b>Note:</b> Automatically populated based on the name selected from SCIMS.	

## 906 Service Fee Screen (Continued)

## C Field Descriptions and Actions for Service Fee Payment Screen (Continued)

Field/Button	Description	Action
Select Payee from SCIMS		<ul style="list-style-type: none"> <li>• CLICK “Select Remitter from SCIMS”.</li> <li>• SCIMS Search Page will be displayed.</li> <li>• select the remitter from SCIMS.</li> </ul>
Clear		CLICK “ <b>Clear</b> ” to clear information.
Save & Continue		CLICK “ <b>Continue</b> ” to proceed to the next screen.
Back		CLICK “ <b>Back</b> ” to return to previous screen.
Cancel		CLICK “ <b>Cancel</b> ” to cancel the process.

**907 Approving Farm-Stored to Warehouse-Stored Transfers****A Overview**

Farm-stored to warehouse-stored loans require a 2<sup>nd</sup> party review before generating the note and security agreement. After the review is complete, the user will complete the transfer according to paragraphs 115 through 118.

**B Action**

The second party review will be completed from the original farm-stored loan. On the Search Results Screen:

- CLICK **“Service”** and the Loan Servicing Screen will be displayed
- CLICK **“Edit”** on the “Transaction” section and CLPS will display the warehouse-stored loan details.

Follow paragraph:

- 114 to complete the second party review
- 115 through 117 to generate the note and security agreement.

**908 Corrections to Farm-Stored to Warehouse-Stored Transfers****A Overview**

Farm-stored to warehouse-stored transfers can be:

- edited before approval
- deleted after approval.

**B Action**

Corrections to transfers will be initiated from the “Transaction” section of the Loan Summary Screen.

If the loan:

- has not been approved, click **“Edit”**
- has been approved, click **“Delete”**.

**Note:** All corrections can only be initiated from the original farm-stored loan.

**909-999 (Reserved)****Part 10 (Reserved)****1000-1099 (Reserved)**



**Part 11 Corrections****Section 1 Loan Corrections****1100 General Information****A Overview**

Currently CLPS has limited correction functionally. Loans may be:

- corrected before disbursement
- canceled before disbursement
- canceled after disbursement.

**Note:** Loans canceled after disbursement will automatically have receivables created in NRRS.

**1101 Correcting Loans****A Overview**

The Loan Summary Screen will display several sections allowing users to edit data entered. The status of the loan will determine which type of edit is allowed.

Corrections may only be completed **before** the loan is approved.

**Warning:** If an error is discovered after the COC action is entered and submitted, the loan cannot be corrected and must be canceled and re-entered.

The following sections may be corrected **before** the loan is approved:

- Producers
- Commodity
- Farms
- Storage
- Loan Amount
- Disbursements
- Assessment Review Dates
- 2<sup>nd</sup> Party Review
- Date Documents Received
- Cancel Application.

## 1101 Correcting Loans (Continued)

B Example of the Loan Summary Screen before 2<sup>nd</sup> Party Review

Following is an example of the Loan Summary Screen before the 2<sup>nd</sup> party review has been completed.

Loan Summary			
Status: Pending Review		County: MEDINA	
State: TEXAS		Crop Year: 2014	
Loan Number: 20006		Loan Type: FARM	
Commodity: CORN - YC		Contact: IM Farmer	
Producers			
Producer	Share (%)	Primary Contact	
	100.00%	Y	
Commodity			
Loan Application Date: 05/01/2015			
Loan Type: Farm Stored			
Funding Type: Non-recourse			
Commodity: CORN			
Class/Variety/Type: YELLOW			
Unit of Measure: BU			
Measurable: YES			
Condition: None			
Ear: NO			
Farms			
State	County	Farm	
TX	MEDINA	7134	
TX	MEDINA	7135	
Storage			
State	County	Farm	Seal/Bin/Lot
TX	MEDINA		1
Available Quantity:			9,250 BU
Requested Quantity:			500 BU
Loan Amount			
Available Quantity:		9,250 BU	
Requested Quantity:		500 BU	
State	County	Seal	Loan Quantity
TX	MEDINA	1	500 BU
Rate		Loan Amount	
\$2.14		\$1,070.00	
State Assessment: \$5.00			
Service Fee: \$5.35			
Disbursements			
Producer	Disbursement Amount	Share	Issue Jointly
PRODUCER NAME	\$1,059.65	100.00%	N
Assessment Review Dates			
CCC-10 Date: 05/01/2015			
Lien Search Date: 05/01/2015			
Cancel Application			
<input type="checkbox"/> Cancel This Agreement			
<Select Cancellation Reason>			
COC Action			
UCC1 Filing Date: <input type="text"/>			
COC Date: <input type="text"/>			
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved			
For CCC By: <input type="text"/>			
Date Documents Received			
Received Date: <input type="text"/>			
Are you or any co-applicant delinquent on any Federal nontax debt?			
Signature Date	Signed For / By		

**1101 Correcting Loans (Continued)****C Action**

After selecting the loan according to paragraph 51:

- CLICK “**Edit**” to display the Loan Summary Screen
- click the applicable edit button
- edit applicable data.

**Note:** After changes have been made and saved, the status will be updated to “**Draft**”.

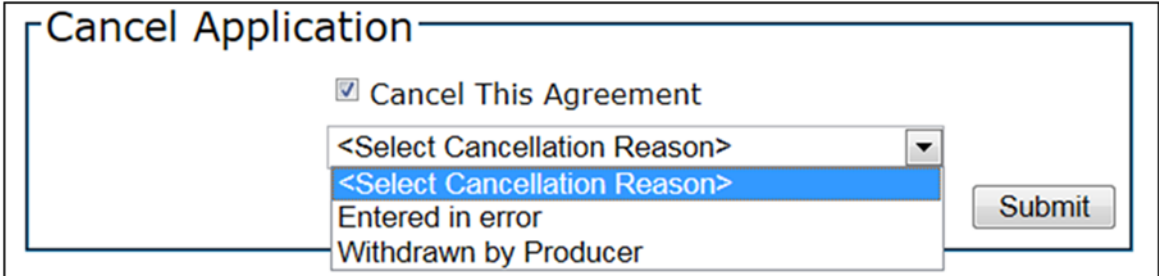
**1102 Canceling Loans Before COC Approval****A Overview**

Loan applications can be canceled before COC approval without requiring further action. A loan application can be canceled when the loan application is in any of the following statuses:

- “Draft”
- “Pending Review”
- “Pending Producer Signature”
- “Pending Approval”.

**B Example of the Loan Summary Screen, “Cancel Application” Section**

Following is an example of the Loan Summary Screen, “Cancel Application” section.



The screenshot shows a web form titled "Cancel Application". Inside the form, there is a checkbox labeled "Cancel This Agreement" which is checked. Below the checkbox is a dropdown menu with the text "<Select Cancellation Reason>" and a downward arrow. The dropdown menu is open, showing three options: "<Select Cancellation Reason>" (highlighted in blue), "Entered in error", and "Withdrawn by Producer". To the right of the dropdown menu is a "Submit" button.

**1102 Canceling Loans Before COC Approval (Continued)****C Action**

After selecting the loan according to paragraph 51:

- CLICK “**Edit**” to display the Loan Summary Screen
- scroll down to the “Cancel Application” section
- CLICK the “**Cancel this Agreement**” checkbox
- using the drop-down, select a reason for cancellation
- CLICK “**Submit**”.

**Note:** A loan application that has been canceled is no longer editable and can only be reviewed.

**1103 Cancel Loan Screen****A Overview**

Approved loans cannot be corrected and may only be cancelled through the Loan Servicing Screen.

**B Example of the Cancel Loan Screen**

Following is an example of the Cancel Loan Screen.

**Cancel Loan**

**Status:** Disbursed      **Producer Type:** PRODUCER  
**State:** NEBRASKA      **County:** CHASE  
**Loan Number:** 10036      **Crop Year:** 2016  
**Commodity:** WHEAT - HRW      **Loan Type:** WAREHOUSE  
**Contact:** IM Farmer

---

**Transactions**

Date	Transaction Type	Status
------	------------------	--------

**\*Cancellation Reason:** 
 <Select Cancellation Reason>  
 Loan Correction

Cancel Loan
Exit

**1103 Cancel Loan Screen****C Action**

After selecting the loan according to paragraph 51:

- CLICK “**Edit**” to display the Loan Summary Screen
- CLICK “**Cancel Loan**”
- using the “Cancellation Reason” drop-down list, CLICK “**Loan Correction**”
- CLICK “**Cancel Loan**”.

**Note:** A loan application that has been canceled is no longer editable and can only be reviewed.

**1104 Loan Cancellation Confirmation Screen****A Overview**


After the loan has been successfully cancelled the Loan Cancellation Screen is displayed.

**B Example of the Loan Cancellation Confirmation Screen**

Following is an example the Loan Cancellation Confirmation Screen after a loan has been successfully cancelled.

Loan Cancellation Confirmation	
<b>Status:</b> Canceled	<b>Producer Type:</b> PRODUCER
<b>State:</b> NEBRASKA	<b>County:</b> CHASE
<b>Loan Number:</b> 10036	<b>Crop Year:</b> 2016
<b>Commodity:</b> WHEAT - HRW	<b>Loan Type:</b> WAREHOUSE
<b>Contact:</b> IM Farmer	

---

 • Loan canceled successfully.

Cancellation Reason: CORRECTION

**1104 Loan Cancellation Confirmation Screen (Continued)****C Action**

On the Loan Cancellation Confirmation Screen:

- CLICK “**Print CCC-677**” or “**Print CCC-678**”
- CLICK “**Continue**” to complete the process
- file the canceled CCC-677 or CCC-678, as applicable, in the loan folder.

For an example of a canceled CCC-677 see Exhibit 20.

**1105 Canceling and Reissuing Disbursed Loans****A Overview**

When a loan is canceled, a receivable is created for the:

- producer(s)
- FSA Service fee
- promotion and assessment fees (if applicable)
- load-in charges (peanuts only).

The new loan will offset any outstanding receivable associated with a payee ID regardless of which state or county established the original receivable.

**Important:** Since established receivables are offset regardless of which state and county established the receivable, it is important that the user does **not** cancel the original loan until user is ready to reissue the loan.

**B Action**

When a loan is to be issued, County Offices shall:

- re-enter the loan according to Part 4
- offset established receivables.

Do **not** write off any receivable for:

- the Research, Promotion, Marketing, and Assessment Boards
- FSA Business Partner ID, “8011240692” (FSA payment entity).

**1106-1149 (Reserved)**

## Section 2 Repayment Corrections

### 1150 Cancelling Repayments

#### A Overview

CLPS allows repayments to be cancelled and corrected.

**Note:** When the repayment is cancelled **after** the schedule of deposit has been verified, the remittance must be activated according to 64-FI **before** cancelling the repayment.

#### B Example of the Loan Servicing Screen Transaction Section

Following is an example of the Loan Servicing Screen in which repayment have been processed.

**Loan Servicing**

**Status:** Disbursed  
**State:** NEBRASKA  
**Loan Number:** 10001  
**Commodity:** WHEAT - HWW  
**Contact:** IM Farmer

**Producer Type:** PRODUCER  
**County:** CHASE  
**Crop Year:** 2016  
**Loan Type:** FARM

---

**Loan Detail**

**Disbursement Date:** 07/20/2016  
**Maturity Date:** 04/30/2017  
**Interest Rate:** 1.6250%  
**Quantity Remaining:** 20,000 BU  
**Principal Remaining:** \$60,800.00

Repayment Cancel Loan Print Summary Accelerate

---

**Transactions**

Delete Selected Transaction

Date	Transaction Type	Status	Amount:		Actions
<input checked="" type="checkbox"/> 11/01/2016	Repayment	Complete	\$28,100.00		<a href="#">Summary</a>
	<b>Principal:</b> \$30,400.00		<b>Interest:</b> \$0.00		<a href="#">CCC-500M</a>
			<b>Net Market Gain:</b> \$2,300.00		

Delete Selected Transaction

Exit

**1150 Cancelling Repayments (Continued)****C Action**

After selecting the loan according to paragraph 51:

- CLICK “**Edit**” to display the Loan Summary Screen
- Click the checkbox of the applicable transaction in the “Transaction” section

**Note:** Deleting a repayment with subsequent repayments will also delete all subsequent repayments.

- CLICK “**Delete Selected Transaction**” to display the Delete Transactions Screen.

**1151 Delete Transaction Screen****A Overview**

The Delete Transaction Screen allows a repayment to be cancelled in CLPS.

**B Example of the Delete Transactions Screen**

Following is an example of the Delete Transactions Screen.

Delete Transaction				
<b>Status:</b> Disbursed		<b>Producer Type:</b> PRODUCER		
<b>State:</b> NEBRASKA		<b>County:</b> CHASE		
<b>Loan Number:</b> 10001		<b>Crop Year:</b> 2016		
<b>Commodity:</b> WHEAT - HWW		<b>Loan Type:</b> FARM		
<b>Contact:</b> IM Farmer				
Transaction				
Date	Transaction Type	Status	Amount:	
11/01/2016	Repayment	Complete	\$28,100.00	
	<b>Principal:</b>	\$30,400.00	<b>Interest:</b>	\$0.00
			<b>Net Market Gain:</b>	\$2,300.00
<b>*Cancellation Reason:</b> <input type="text" value="Select Cancellation Reason"/>				
Delete Transaction		Exit		



## 1151 Delete Transaction Screen (Continued)

### C Action

On the Delete Transaction Screen:

- using the “Cancellation Reason” drop-down list, select the cancellation reason
- CLICK “**Delete Transactions**” to display the Delete Transaction Confirmation Screen
- CLICK “**Continue**”.

### D Example of the Delete Transaction Confirmation Screen

Following is an example of the Delete Transaction Confirmation Screen after the repayment has been successfully cancelled.

**Delete Transaction Confirmation**

**Status:** Disbursed

**State:** NEBRASKA

**Loan Number:** 10001

**Commodity:** WHEAT - HWW

**Contact:** IM Farmer

**Producer Type:** PRODUCER

**County:** CHASE

**Crop Year:** 2016

**Loan Type:** FARM

---

i

• Transaction Deleted successfully.

Date	Transaction Type	Status	Amount:
11/01/2016	Repayment	Canceled	\$28,100.00
	<b>Principal:</b>	\$30,400.00	<b>Interest:</b> \$0.00
		<b>Net Market Gain:</b> \$2,300.00	

Cancellation Reason: CORRECTION

## 1152 Re-entering Cancelled Repayments

### A Overview

Repayments that are cancelled can be re-entered in CLPS.

**1152 Re-entering Cancelled Repayments (Continued)**

**B Action**

Repayments that are re-entered must be re-entered:

- according to Part 7
- in chronological order when multiple repayments have been cancelled.

**Note:** When a repayment is entered for a remittance that was activated, the remittance must be deactivated **after** successful re-entered of the repayment.

# Reports, Forms, Abbreviations, and Redelegations of Authority

## Reports

None.

## Forms

This table lists the forms referenced in this handbook.

Number	Title	Display Reference	Reference
CCC-10	Representations for Commodity Credit Corporation or Farm Service Agency Loans and Authorization to File a Financing Statement and Related Documents		20, 113
CCC-500M	Loan Payment Receipt	718	700, 718, 733
CCC-633 Honey	Honey Nonrecourse Market Assistance Loan Certification and Worksheet		260, 261
CCC-633WM	Wool and Mohair Loan Quantity Certification and Worksheet		280, 281
CCC-666	Commodity Loan Request		100, 114
CCC-677	Farm Storage Note and Security Agreement	Ex. 11, 20	
CCC-677-1	Farm Storage Loan Worksheet		108, 109, 115, 116, 117, 118, 1104
CCC-678	Warehouse Storage Note and Security Agreement	Ex. 12	115, 116, 117, 118, 1104
CCC-679	Lien Waiver		111
CCC-681	Authorization to Move Loan Collateral or Designated Additional Storage		841, 848, 846, 848, 901
CCC-681-1	Authorization for Delivery of Loan Collateral for Sale		841, 845, 846, 848
CCC-694-2	Acknowledgment of Commodity Certificate Purchase		710
CCC-697	Request to Lock in a Market Loan Repayment Rate		111, 710
CCC-877	Seed Cotton Loan Worksheet		242
FSA-13-A	Data Security Access Authorization Form		20
FSA-578	Report of Acreage		20
KC-350	Warehouse Operators Supplemental Certificate		107, 904
UCC-1	Financing Statement		117

# Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

## Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
AWP	Adjusted World Price	730
CCR	Centralized Cotton Redemption	730, 731, 732
CLPS	Commodity Loan Processing System	Text, Ex. 10
COPS	Cotton Operating System	240, 730, 731, 733
eLDP	electronic Loan Deficiency Payment	105
EWR	Electronic Warehouse Receipt	200, 201, 202, 203, 220, 221, 222, 241, 750
UOM	unit of measure	107, 803, 904

## Redelegations of Authority

None.

## Definitions of Terms Used in This Handbook

### Associated County

Associated county means, in Business Partner, linking a County Office to “FSA & NRCS & RD Administrative Office & USDA ARS”.

**Note:** Payments will fail if an entity is **not** associated to the county making the payment.

### CCR

CCR means Centralized Cotton Redemption and is a web-based system used for the repayment of cotton by cotton merchants, CMAs, and LSA.

### Commodity Certificate Exchange (CCE)

CCE is an electronic commodity certificate that can be purchases and immediately exchanged for outstanding commodity on a loan.

### Customer Profile

Customer Profile means in the eLDP system a producer’s record of the eligible quantity that ven used for either LDP or to be placed under loan.

### “Date Documents Received” Date

“Date Documents Received” date means the date all required loan documents are received by the County Office.

### Electronic Loan Deficiency Payment (eLDP)

eLDP is a web-based service that provides an **additional** means of farm program delivery to FSA customers (producers) and County Offices to file an application for LDP. Included in this service is the ability to establish and maintain customer profiles.

### EWR

“EWR” means a warehouse receipt authorized by DACO to be issued or transmitted under USWA in the form of an electronic document. EWR is also referred to as the web-based repository for processing EWRs.

### Holder

Holder means a person that has possession in fact or by operation of law of a warehouse receipt, USWA electronic document, or any electronic document.

**Definitions of Terms Used in This Handbook (Continued)**

**Market Gain**

Market Gain means the repayment of a commodity is less than the loan rate. \* \* \*

**National Payment Service (NPS)**

NPS is a centralized, web-based accounting application that interfaces with web-based program applications to complete payment processes.

**National Receipts and Receivables (NRRS)**

NRRS is a centralized, web-based accounting application that interfaces with web-based program applications to complete repayment processes.

**Research and Promotion Fee**

Research and promotion fee is a fee paid to the Cotton Board deducted from loan proceeds. This fee is centrally collected and remitted to the Cotton Board from Kansas City.

## Menu and Screen Index

The following menus and screens are displayed in this handbook.

Title	Reference
"F" Drive Screen	203
2nd Party Review Screen	114, 805
Accelerate Loan Screen	801
Assessments Review Dates Screen	113
Bin Calculator Screen	108, 109
Cancel Application Screen	1102
Cancel Loan Screen	1103
CCR Schedule Screen	732
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Commodity Information Screen	103, 104, 220, 240, 242, 260, 280, 302, 303
Confirmation Screen	118
Delete Transaction Confirmation Screen	1151
Delete Transaction Screen	1151
Disbursements Screen	111
EWR Home Screen	200, 203
EWR Receipt Request Screen	201
Farms Screen	105
Forfeiture Certification and Approval	805
Forfeiture Details Screen	803
Forfeiture Summary Screen	804
Forfeiture Worksheet	802
Loan Calculation Screen	110
Loan Cancellation Confirmation Screen	1104
Loan Forfeiture Confirmation Screen	805
Loan Servicing Screen	700, 805
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**Menu and Screen Index (Continued)**

<b>Title</b>	<b>Reference</b>
Repayment Quantities Screen	711
Repayment Screen	710, 731
Search Loans Screen	51, 300
Search Results Screen	52
Select Administrative County Screen	50
Storage Information Screen	106, 107, 221, 222, 241, 243, 261, 281, 282
Transfer to Receivables Confirmation Screen	825
Transfer to Receivables Details Screen	824
Violation Confirmation Screen	823
Violation Quantities Screen	821
Violation Screen	822



**Associated County Business Partner ID's**

Following is the list of the associated county Business Partner ID's.

<b>Customer Name</b>	<b>Delivery Address Line</b>	<b>Address Information Line</b>	<b>City Name</b>	<b>State</b>	<b>ZIP Code</b>
LA Department of Agriculture & Forestry	PO Box 91081		Baton Rouge	LA	708219081
State of Oklahoma	3800 N Classen Blvd Ste C		Oklahoma City	OK	731182862
State of Wyoming	2219 Carey Ave	Wyoming Wheat Commission	Cheyenne	WY	820013653
State of Missouri	PO Box 630	Commodity Fund Programs	Jefferson City	MO	651020630
MS Department of Agriculture and Commerce	PO Box 1609		Jackson	MS	392151609
State of Nebraska	PO Box 94668	C/O Susie Harm	Lincoln	NE	685094668
South Carolina State Government	PO Box 11280	Ag Dept of South Carolina	Columbia	SC	292111280
Colorado Corn Admin Committee	127 22nd St		Greeley	CO	806317210
Colorado Wheat Admin Committee	4026 S Timberline Rd Unit 100		Fort Collins	CO	805256024
Idaho Barley Commission	821 W State St		Boise	ID	837025832
Idaho Wheat Commission	821 W State St		Boise	ID	837025832
Kansas Corn Commission	PO Box 446		Garnett	KS	660320446
Kansas Wheat Commission	1990 Kimball Ave Ste A		Manhattan	KS	665023341
Minnesota Barley Research and Promotion Council	2601 Wheat Drive		Red Lake Falls	MN	567504800
Minnesota Wheat Research and Promotion Council	2600 Wheat Drive		Red Lake Falls	MN	567504800
NC Department of Ag & Consumer Svs	1001 Mail Service Ctr		Raleigh	NC	276991001
North Carolina Peanut Growers	PO Box 8		Nashville	NC	278560008

**Associated County Business Partner ID's (Continued)**

<b>Customer Name</b>	<b>Delivery Address Line</b>	<b>Address Information Line</b>	<b>City Name</b>	<b>State</b>	<b>ZIP Code</b>
North Dakota Barley Council	1002 Main Avenue W #2		West Fargo	ND	58078
North Dakota Wheat Commission	2401 46th Ave SE Ste 104		Mandan	ND	585544829
Oregon Wheat Commission	1200 NW Naito Pkwy Ste 370		Portland	OR	972092879
Sorghum Promotion Research And Information Program	4201 N I-27		Lubbock	TX	794037507
Texas Corn Producers Board	4205 N I-27		Lubbock	TX	794037507
Texas Peanut Producers Board	4205 N I-27		Lubbock	TX	794037507
Texas Rice Producers Board	1806 Avenue D Suite 106		Katy	TX	774931622
Texas Wheat Producers Board	5405 I-40 West		Amarillo	TX	791064616
Virginia Peanut Board	PO Box 59		Franklin	VA	238510059
Washington Grain Commission Wheat	2702 W Sunset Blvd Ste A		Spokane	WA	992246200
Washington Grain Commission Barley	2702 W Sunset Blvd Ste A		Spokane	WA	992246200

## CLPS Loan Making Statuses

This table provides descriptions of loan making statuses in CLPS.

Status	Description
Approved	<p>Automatically set once funds are obligated successfully.</p> <p>If obligation fails, an error message will be displayed and status reverts to “Pending Approval”.</p>
Draft	<p>Loan is saved with producer name, commodity and at least 1 storage information (Bin or Receipt).</p> <p>Loan number is assigned to the loan.</p> <p>There is no status to revert.</p> <p>Loan can be canceled and will transition to “Deleted” status.</p>
Disapproved	Manually set by the user once the name of the authorized approver and the date are entered.
Disbursed	Automatically set to “Disbursed” once payment request is sent successfully to NPS.
Deleted	<p>Set manually by the user, when the application is reversed at the request of the customer.</p> <p>Can be set at any point <b>before</b> the loan is approved and disbursed through CLPS.</p>
Pending Approval	<p>Automatically set to pending approval after the customer signature(s), dates (s), Note and Security Agreement is ready for determination process.</p> <p>Can revert back to “Draft” if modifications are made.</p> <p>In normal workflow, Agreement can be “Approved” or “Disapproved”.</p>
Pending Producer Signature	<p>Automatically set after the Second Party Review.</p> <p>Can revert back to “Draft” if modifications are made.</p> <p>In a normal workflow, the next status is “Pending Approval”.</p>
Pending Review	<p>Assessments have been entered.</p> <p>Loan application is complete and ready for Second Party Review.</p> <p>Can revert back to “Draft” if modifications are made.</p> <p>In a normal workflow, the next status is “Pending Producer Signature”.</p>



## Example of CCC-677 After Loan Approval

Following is an example of CCC-677 after loan approval.

READ THE ENTIRE INSTRUMENT BEFORE SIGNING				
CCC-677 (11-17-15)		U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation <b>FARM STORAGE NOTE AND SECURITY AGREEMENT</b>		
<p><b>NOTE:</b> The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a – as amended). The authority for requesting the information identified on this form is 7 CFR Part 1421, 7 CFR Part 1436, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), and the Agricultural Act of 2014 (Pub. L. 113-79). The information will be used to determine eligibility to participate in and receive benefits under a CCC loan program through documentation of producer acknowledgement of and agreement to the terms and conditions of the note and security agreement. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-14, Applicant/Borrower. Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility to participate in and receive benefits under a CCC loan program.</p> <p>This information collection is exempted from the Paperwork Reduction Act as specified in the Agricultural Act of 2014 (Pub. L. 113-79, Title I, Subtitle F, Administration). The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided. <b>RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.</b></p>				
Name & Mailing Address of Contact Producer		St. & Co. Codes & Farm No. Where Produced		
IM Farmer 1234 Farmers Lane Farmersville, VA 56789		24-005-0001394, 24-005-0002910, 24-005-0002911, 24-005-0002919, 24-005-0002976, 24-005-0003457, 24-005-0003582, 24-005-0004502, 24-005-0004503, 24-005-0004504, 24-005-0004629, 24-005-0004631, 24-005-0004632, 24-005-0004671, 24-005-0004677, 24-005-0004679, 24-005-0000901		
Loan No.:	10001	Signed Documents Received:	08/04/2016	Total Loan Amount: \$ 135,000.00
Crop Year:	2016	Disbursement Date:	08/04/2016	
Commodity:	WHEAT	Maturity Date:	05/31/2017	
Class:	SRW	Interest Rate:	1.5000 %	Service Fee: \$ 45.00
		Total Loan Quantity:	54,000.00	TOTAL DISBURSEMENT AMOUNT: \$ 134,955.00
A. SEAL NUMBER	B. MORTGAGED QUANTITY		C. LOAN RATE	D. LOAN QUANTITY
8	54,000.00		\$ 2.5000	54,000.00
E. LOAN AMOUNT		F. PRODUCER		
\$ 135,000.00		1.0000		
G. PRODUCER SHARE		H. Loan Disbursement Percentage		
1.0000		1.0000		
<p>The terms and conditions of the Note and Security Agreement are set forth in this Form CCC-677 ("Note") and Form CCC-601, "Commodity Credit Corporation Note and Security Agreement Terms and Conditions," Form CCC-677A (for sugar only), and any appendix or addendum to these forms. By signing this Form CCC-677 each producer agrees to all terms and conditions specified in these forms and acknowledges receipt of Form CCC-601 and any appendix or addendum thereto. By signing this form, the producer agrees that: (1) the interest rate applicable to the loan will be determined in accordance with 7 CFR Part 1405 and will be the rate of interest charged by the U.S. Treasury for funds borrowed by CCC, plus 1 percent, on the date the loan proceeds are disbursed to each producer, and (2) the maturity date of the loan for all commodities shall be the last day of the 9th month following the month in which such loan proceeds are disbursed. Notwithstanding the foregoing provision, the producer agrees that if the commodity pledged as collateral for this loan is a commodity which had been previously pledged as collateral for a CCC loan that the maturity date of this loan will be the maturity date of such initial loan. The loan disbursement date, actual interest rate and maturity date for the loan may be obtained at the County FSA office listed below. CCC may at any time accelerate the maturity date of this loan upon demand of payment.</p> <p>The producer hereby sells, assigns, and mortgages, to CCC as collateral for the payment of this Note all of the commodity described in this Note, together with all authorized replacements, substitutions, additions, and accessions thereto, which is stored in the bins or storage structures specified in this Note (even though a larger quantity than the quantity shown in the item above entitled "Total Loan Quantity" is stored in such structure).</p>				
Are you or any co-applicant delinquent on any Federal non tax debt? (If YES, attach details to this form) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				
SIGNATURE (By)		TITLE/RELATIONSHIP OF THE INDIVIDUAL IF SIGNING IN A REPRESENTATIVE CAPACITY		DATE (MM-DD-YYYY)
Farmer		IM		08/04/2016
APPROVED FOR CCC BY		DATE (MM-DD-YYYY)	Name and Address of County FSA Office	
Jane Smith		08/04/2016	BALTIMORE COUNTY FARM SERVICE AGENCY 1114 SHAWAN ROAD, SUITE 3 COCKEYSVILLE, MD 21030-1385	
SECOND PARTY REVIEW		DATE (MM-DD-YYYY)		
John Doe		08/02/2016		

**Note:** A continuation page with form and page number will be printed, as applicable.



## Example of CCC-678 After Loan Approval

Following is an example of CCC-678 after loan approval.

CCC-678 (11-17-15)		U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation	
WAREHOUSE STORAGE NOTE AND SECURITY AGREEMENT			
<p><b>NOTE:</b> The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a - as amended). The authority for requesting the information identified on this form is 7 CFR Part 1421, 7 CFR Part 1436, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), and the Agricultural Act of 2014 (Pub. L. 113-79). The information will be used to determine eligibility to participate in and receive benefits under a CCC loan program through documentation of producer acknowledgement of and agreement to the terms and conditions of the note and security agreement. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-14, Applicant/Borrower. Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility to participate in and receive benefits under a CCC loan program.</p> <p>This information collection is exempted from the Paperwork Reduction Act as specified in the Agricultural Act of 2014 (Pub. L. 113-79, Title I, Subtitle F, Administration). The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided. RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.</p>			
Name & Mailing Address of Contact Producer		St. & Co. Codes & Farm No. Where Produced	
IM Farmer 1234 Farmers Lane Farmersville, VA 56789		20-173-0016001	
Loan No.:	1	Signed Documents Received:	06/27/2016
Crop Year:	2016	Disbursement Date:	06/27/2016
Commodity:	WHEAT	Maturity Date:	03/15/2017
Class:	HRW	Interest Rate:	1.6250 %
Warehouse Code:	83748	Total Loan Quantity:	11,803.70
Total Loan Amount:		\$ 37,535.77	
Marketing Assessments:		\$ 236.07	
Service Fee:		\$ 45.00	
TOTAL DISBURSEMENT AMOUNT:		\$ 37,254.70	
A. RECEIPT NUMBER	B. RECEIPT ISSUE DATE	C. STORAGE PAID THROUGH DATE	D. NET WEIGHT
227	06/27/2016	03/31/2017	708,222.00
E. NET LOAN QUANTITY		F. LOAN RATE	
11,803.70		\$ 3.1800	
G. LOAN AMOUNT		\$ 37,535.77	
H. PRODUCER		I. PRODUCER SHARE	
1.0000			
J. Loan Disbursement Percentage		1.0000	
<p>The terms and conditions of the Note and Security Agreement are set forth in this Form CCC-678 ("Note") and Form CCC-601, "Commodity Credit Corporation Note and Security Agreement Terms and Conditions," Form CCC-677A (for sugar only), and any appendix or addendum to these forms. By signing this Form CCC-678 each producer agrees to all terms and conditions specified in these forms and acknowledges receipt of Form CCC-601 and any appendix or addendum thereto. By signing this form, the producer agrees that: (1) the interest rate applicable to the loan will be determined in accordance with 7 CFR Part 1405 and will be the rate of interest charged by the U.S. Treasury for funds borrowed by CCC, plus 1 percent, on the date the loan proceeds are disbursed to each producer, and (2) the maturity date of the loan for all commodities shall be the last day of the 9th month following the month in which such loan proceeds are disbursed. Notwithstanding the foregoing provision, the producer agrees that if the commodity pledged as collateral for this loan is a commodity which had been previously pledged as collateral for a CCC loan that the maturity date of this loan will be the maturity date of such initial loan. The loan disbursement date, actual interest rate and maturity date for the loan may be obtained at the County FSA office listed below. CCC may at any time accelerate the maturity date of this loan upon demand of payment.</p> <p>The producer hereby sells, assigns, and mortgages, to CCC as collateral for the payment of this Note all of the commodity described in this Note, together with all authorized replacements, substitutions, additions, and accessions thereto, which is stored in the warehouse specified in this Note.</p>			
Are you or any co-applicant delinquent on any Federal non tax debt?(If YES, attach details to this form) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
SIGNATURE (By)		TITLE/RELATIONSHIP OF THE INDIVIDUAL IF SIGNING IN A REPRESENTATIVE CAPACITY	
IM Farmer		POA	
		DATE (MM-DD-YYYY)	
		06/27/2016	

**Note:** A continuation page with form and page number will be printed, as applicable.





## Example of Canceled CCC-677

Following is an example of a canceled CCC-677.

READ THE ENTIRE INSTRUMENT BEFORE SIGNING				
CCC-677 (04-24-15)		U.S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation <b>FARM STORAGE NOTE AND SECURITY AGREEMENT</b>		
<p><b>NOTE:</b> The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a – as amended). The authority for requesting the information identified on this form is 7 CFR Part 1421, 7 CFR Part 1435, the Commodity Credit Corporation Charter Act (15 U.S.C. 714 et seq.), and the Agricultural Act of 2014 (Pub. L. 113-79). The information will be used to determine eligibility to participate in and receive benefits under a CCC loan program through documentation of producer acknowledgement of and agreement to the terms and conditions of the note and security agreement. The information collected on this form may be disclosed to other Federal, State, Local government agencies, Tribal agencies, and nongovernmental entities that have been authorized access to the information by statute or regulation and/or as described in applicable Routine Uses identified in the System of Records Notice for USDA/FSA-14, Applicant/Borrower. Providing the requested information is voluntary. However, failure to furnish the requested information will result in a determination of ineligibility to participate in and receive benefits under a CCC loan program.</p> <p>This information collection is exempted from the Paperwork Reduction Act as specified in the Agricultural Act of 2014 (Pub. L. 113-79, Title I, Subtitle F, Administration). The provisions of appropriate criminal and civil fraud, privacy, and other statutes may be applicable to the information provided. <b>RETURN THIS COMPLETED FORM TO YOUR COUNTY FSA OFFICE.</b></p>				
Name & Mailing Address of Contact Producer		St. & Co. Codes & Farm No. Where Produced		
PRODUCER NAME		48-325-0007134, 48-325-0007135		
HONDO, TX 5583				
Loan No.:	20001	Documents Received:	05/07/2015	Total Loan Amount: \$ 9,450.00
Crop Year:	2014	Disbursement Date:	04/09/2015	
Commodity:	WHEAT	Maturity Date:	01/31/2016	Marketing Assessments: \$ 60.00
Class:	HRW	Interest Rate:	1.250 %	Service Fee: \$ 47.25
		Total Loan Quantity:	3,000.00	TOTAL DISBURSEMENT AMOUNT: \$ 9,342.75
A. SEAL NUMBER	B. MORTGAGED QUANTITY	C. LOAN RATE	D. LOAN QUANTITY	E. LOAN AMOUNT
1	1,000.00	\$ 3.1500	1,000.00	\$ 3,150.00
2	2,000.00	\$ 3.1500	2,000.00	\$ 6,300.00
F. PRODUCER		G. PRODUCER SHARE		
WHITE, DEBORAH A		1.0000		
H. Loan Disbursement Percentage		1.0000		
<p>The terms and conditions of the Note and Security Agreement are set forth in this Form CCC-677 ("Note") and Form CCC-801, "Commodity Credit Corporation Note and Security Agreement Terms and Conditions," Form CCC-677A (for sugar only), and any appendix or addendum to these forms. By signing this Form CCC-677 each producer agrees to all terms and conditions specified in these forms and acknowledges receipt of Form CCC-801 and any appendix or addendum thereto. By signing this form, the producer agrees that: (1) the interest rate applicable to the loan will be determined in accordance with 7 CFR Part 1405 and will be the rate of interest charged by the U.S. Treasury for funds borrowed by CCC, plus 1 percent, on the date the loan proceeds are disbursed to each producer, and (2) the maturity date of the loan for all commodities shall be the last day of the 9th month following the month in which such loan proceeds are disbursed. Notwithstanding the foregoing provision, the producer agrees that if the commodity pledged as collateral for this loan is a commodity which had been previously pledged as collateral for a CCC loan that the maturity date of this loan will be the maturity date of such initial loan. The loan disbursement date, actual interest rate and maturity date for the loan may be obtained at the County FSA office listed below. CCC may at any time accelerate the maturity date of this loan upon demand of payment.</p> <p>The producer hereby sells, assigns, and mortgages, to CCC as collateral for the payment of this Note all of the commodity described in this Note, together with all authorized replacements, substitutions, additions, and accessions thereto, which is stored in the bins or storage structures specified in this Note (even though a larger quantity than the quantity shown in the item above entitled "Total Loan Quantity" is stored in such structure).</p>				
Are you or any co-applicant delinquent on any Federal non tax debt? (If YES, attach details to this form) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				
SIGNATURE (By)		TITLE/RELATIONSHIP OF THE INDIVIDUAL IF SIGNING IN A REPRESENTATIVE CAPACITY		DATE (MM-DD-YYYY)
DEBORAH A WHITE				05/07/2015
APPROVED FOR CCC BY		DATE (MM-DD-YYYY)	Name and Address of County FSA Office	
Mr. John CED		04/09/2015	MEDINA COUNTY FARM SERVICE AGENCY	
SECOND PARTY REVIEW		DATE (MM-DD-YYYY)	HONDO, TX 78861-0000	
DONALD KOENIG		04/08/2015	(830) 426-2013 x2	

