#### UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency Washington, DC 20250

# Price Support Commodity Loan Processing System Automation for 2015 and Subsequent Years 16-PS (Revision 2) Amendment 2

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

# Amendment Transmittal

#### A Reasons for Amendment

This handbook has been amended to incorporate minor revisions to:

- correct typographical errors and formatting
- remove highlighting.

Subparagraph 117 A has been amended to add disbursement date to Note & Security Agreement.

Paragraph 120 has been added to provide instructions for identifying deceased producers.

Paragraph 121 has been added to provide instructions for selecting heirs.

Subparagraph 200 A has been amended to add release receipts to EWR capability.

Subparagraph 240 C has been amended to revise COPS file sequence description.

Subparagraph 714 C has been amended to revise 8-LP reference.

Subparagraph 730 B has been amended to revise instructions for downloading CCR invoices.

Subparagraph 902 C has been amended to add State-County field to Transfer Quantities table.

Subparagraph 903 B has been amended to update the screenshot of Farm-Stored to Warehouse-Stored Transfer Screen.

Subparagraph 903 C has been amended to revise warehouse search criteria for the Commodity Information Screen table.

Subparagraph 904 D has been amended to correct "Cancel" button description.

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## **Amendment Transmittal (Continued)**

## A Reasons for Amendment (Continued)

Subparagraph 905 C has been amended to correct "Save & Continue" and "Cancel" button descriptions.

Subparagraph 906 C has been amended to remove incorrect wording.

Subparagraph 908 B has been amended to revise "Delete Selected Transaction" button.

Subparagraph 1002 C has been amended to correct "Cancel" button description.

Subparagraph 1004 B has been amended to update the screenshot of Delivery of Collateral for Sale Screen.

Subparagraph 1004 C has been amended to add Planted Location and revise Authorized Quantity and Select Delivery Address in the Delivery of Collateral for Sale table.

Subparagraph 1005 C has been amended to add "Clear" and "Cancel" button descriptions and revise CCC Approval Date description in Marketing Authorization Summary Screen table.

Subparagraph 1151 C has been amended to remove bullet for Delete Transaction Screen.

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## 110 Loan Calculation Screen

## A Overview

CLPS:

- checks the producer or producers 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 or producers 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 Loan Calculation Screen

The following is an example of the Loan Calculation Screen.

Loan Calculation						
Status: Draft Producer Type: PRODUCER State: NEBRASKA County: CHASE Loan Number: 60002 Crop Year: 2016 Commodity: WHEAT - HRW Contact: IM Farmer						
Loan Amoun	t					
Available Qua Requested Qua	-	15,472 15,700				
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:</b> \$47,728.00					
State Assess	ment:	\$190.91	Override(\$):			
Reason: <select f<="" th=""><td>Reason&gt;</td><td></td><td>~</td><td></td></select>	Reason>		~			
Service	e Fee:	\$48.00	Override(\$):			
Reason: <select f<="" th=""><td>Reason&gt;</td><td></td><td>~</td><td></td></select>	Reason>		~			
	Save & Co	ontinue Back	Cancel			

## C Action

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

• State or national assessments, if applicable

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

service fee.

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

#### CLICK:

- "Save & Continue" to complete the process
- "Back" to return to the previous screen
- •\*--"Cancel" to cancel the process and return to the Loan Summary Screen.--\*

## 111 Disbursements Screen (Continued)

## C Field Descriptions and Actions (Continued)

Field/Button	Description/Action		
Disbu	rsement Requests (Lien Holder) (Continued)		
Issue Jointly	Indicates if the loan is to be disbursed jointly according to CCC-679 filed by the lien holder.		
	Checking the box allows additional payees to be entered in NPS "Manual Handling".		
Save & Continue	CLICK "Save & Continue" to proceed to the Loan Summary Screen.		
Back	CLICK "Back" to return to the previous screen.		
Cancel	*CLICK "Cancel" to cancel the process and return to the Loan Summary Screen*		

## 112 Loan Summary Screen

#### A Overview

The Loan Summary Screen allows users to view all sections, and edit information for the following:

- loan application date
- farms
- storage
- loan amount
- additional payees
- 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)

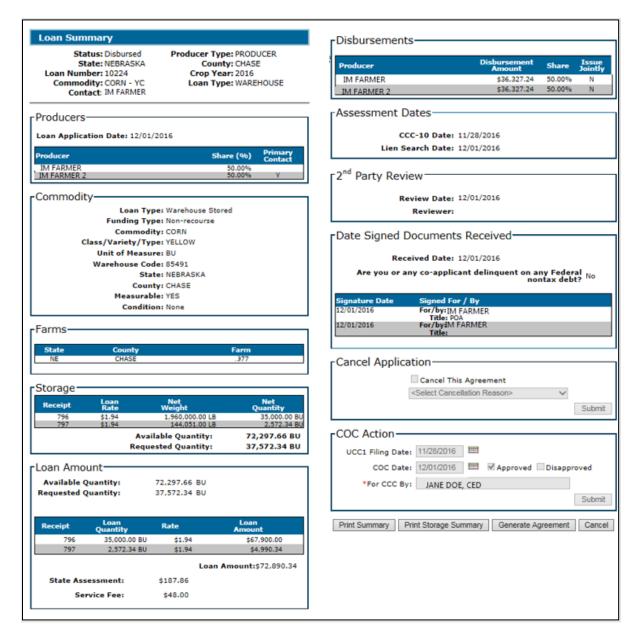
## **B** Loan Statuses (Continued)

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

- "Disbursed"
- "Deleted"
- "Disapproved".

## C Example of Loan Summary Screen

The following is an example of the Loan Summary Screen.



# 116 Producer Signatures Screen (Continued)

# C Field Descriptions and Actions

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

Field/Button	Description/Action				
	Date Signed Documents Received				
Received Date	The date the 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.				
	<b>Note:</b> The date cannot be a future date and <b>must</b> be on or before the COC determination date.				
	Enter date by either of the following:				
	• entering the date in the "mm/dd/yyyy" format				
	• clicking the "Calendar" icon.				
	Debt				
Are you or any co-applicant	Producer self-certification statement from CCC-677 or CCC-678.				
delinquent on any Federal nontax debt?	When the producer is delinquent on a Federal nontax debt, see 8-LP before approving the loan.				
deot?	Select either of the following:				
	• "Yes" if a delinquent Federal nontax debt exists for the producer				
	• "No" when the producer does not have any Federal nontax debt.				
C: (1)	Add Signature				
Signature (by)	Enter name of the signatory on the loan application.				
Title/Relationship	ENTER "Self", "Spouse", "POA", "President", "Member", etc., as appropriate.				
Signature Date	The date the signed Note and Security Agreement is submitted to the County Office.				
	Enter date by either of the following:				
	• entering the date in the "mm/dd/yyyy" format				
	• clicking the "Calendar" icon.				

## 116 Producer Signatures Screen (Continued)

## C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Add	CLICK "Add".
	The "Producer Signatures" section will be updated.
Clear	CLICK "Clear" to remove the data entered.
Save & Continue	CLICK "Save & Continue".
	The data will be saved and the user will return to the Loan Summary Screen.
Cancel	CLICK "Cancel" to cancel the process and return to the Loan Summary
	Screen.

#### 117 COC Action

#### A Overview

Loans in "Pending Approval" status are ready for COC action. The "COC Action" section of the Loan Summary Screen 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 or CCC-678 will be updated with the following:
  - producer signature and date
  - documents received date
  - •\*--disbursement date--\*
  - interest rate
  - loan maturity date.

**Note:** Funds **must** be available to cover the loan amount **before** the loan can be disbursed. If the obligation fails when attempting to enter the COC approval, the loan status will be set to "Pending Approval". Users should contact their State Office specialist if this occurs.

If the loan is disapproved:

- the status of the loan will be set to "Disapproved"
- CCC-677 or CCC-678 will be marked "Disapproved".

## 118 Loan Confirmation (Continued)

## **B** Example of Confirmation Screen

The following is an example of the Confirmation Screen.



#### C Action

On the Confirmation Screen:

- CLICK "Print CCC-677" or "Print CCC-678", as applicable
- CLICK "Continue" to 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 NPS for processing. Transactions sent to NPS include the following:

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

**Note:** When CLPS creates payment actions, NPS generates a payment package according to 1-FI.

## 119 Disbursing Loans in NPS (Continued)

#### **B** 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 Deceased Producer

## A Overview

MAL's **cannot** be disbursed using a deceased producer's TIN. CLPS will automatically identify those producers who are deceased with a confirmed date of death in Business Partner.

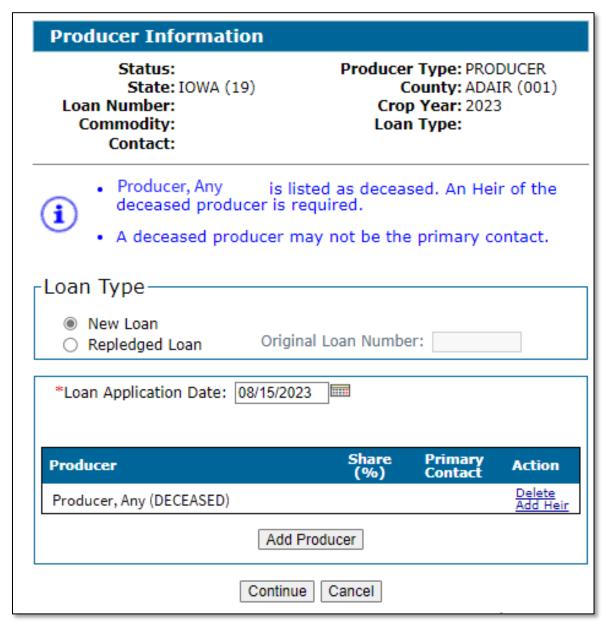
The Producer Information Screen allows the user to select the deceased producer. The deceased producer's RQMS record will provide the commodity, commodity type and available quantity.

Note: See 8-LP for procedure for outstanding loans and deceased producers.--\*

## \*--120 Deceased Producer (Continued)

## **B** Example of Deceased Producer Information Screen

The following is an example of the Producer Information Screen after selecting a deceased producer.



## \*--120 Deceased Producer (Continued)

## C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Producer Information Screen after selecting a deceased producer. See paragraph 101 for selecting the loan type, crop year, entering the loan application date, and adding the deceased producer.

Field/Button	Description/Action			
Producer	Displays the name of the deceased producer.			
Delete	CLICK "Delete" to remove the deceased producer from the loan			
	application.			
Add Heir	CLICK "Add Heir" to add an heir.			
	Select the heir using the SCIMS Search Page. The Producer			
	Information Screen will be redisplayed with the selected heir.			
Add Producer	CLICK "Add Producer" to add multiple producers.			
	Select the producer using the SCIMS Search Page. The Producer			
	Information Screen will be redisplayed with the selected producer.			
	<b>Note:</b> Only one deceased producer can be added per loan application.			
Continue	CLICK "Continue" to proceed to the Commodity Information Screen.			
Cancel	CLICK "Cancel" to cancel the loan process and return to the Search			
	Results Screen.			

## 121 Adding an Heir

#### A Overview

An heir or heirs can be added to receive the applicable MAL benefit in place of the deceased producer. At least one heir must be added to the loan request.

The Producer Information Screen allows the user to select an heir or heirs.

#### The heir:

- must meet all eligibility provisions in 8-LP to receive a share of the MAL benefit
- will be responsible for signing the required forms and taking all the necessary servicing actions, including repayments
- cannot be both an heir and a producer on the loan request. For cases where the heir will
  contribute commodity quantity to the same loan as the deceased producer, contact the
  National Office.--\*

# \*--121 Adding an Heir (Continued)

# **B** Example of Heir Selected for Producer Information Screen

The following is an example of the Producer Information Screen after selecting an heir.

Producer Information					
Status: Producer Type: PRODUCER State: IOWA (19) County: ADAIR (001) Loan Number: Crop Year: 2023 Commodity: Loan Type: Contact:					
-Loan Type-					
New Loan     Original Loan Number:					
*Loan Application Date: 08/15/2023 ====					
Producer	Share (%)	Primary Contact	Action		
Producer, Any (DECEASED)			<u>Delete</u> Add Heir		
IMA Farmer (HEIR)	.00	•	<u>Delete</u>		
Add Producer					
Continue Cancel					

--\*

## \*--121 Adding an Heir (Continued)

## C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Producer Information Screen after adding an heir.

Field/Button	Description/Action	
Producer	Displays the name of the deceased producer or heir.	
Delete	CLICK "Delete" to remove the deceased producer from the loan	
	application.	
	<b>Note</b> : Heirs need to be deleted before deleting the deceased producer.	
Add Heir	CLICK "Add Heir" to add an heir.	
	Select the producer using the SCIMS Search Page. The Producer	
	Information Screen will be redisplayed with the selected heir.	
Share (%)	Enter the heir's share percentage of the loan.	
	<b>Note</b> : The heir's percentage is the same as what the deceased producer	
	would have received.	
	<b>Example</b> : Deceased producer certified 50% share with Producer B on	
	FSA-578. On MAL request, Producer B will receive 50% and heir will receive 50%.	
Primary Contact	Indicates which producer is the primary contact.	
	<b>Note:</b> Deceased producer cannot be the primary contact.	
Delete	CLICK "Delete" to remove the heir from the loan application.	
Add Producer	CLICK "Add Producer" to add multiple producers.	
	Select the producer using the SCIMS Search Page. The Producer	
	Information Screen will be redisplayed with the selected producer.	
	<b>Note:</b> Only one deceased producer can be added per loan application.	
Continue	CLICK "Continue" to proceed to the Commodity Information Screen.	
Cancel	CLICK "Cancel" to cancel the loan process and return to the Search	
	Results Screen.	

--\*

# **122-199** (Reserved)

## **Section 2 Electronic Warehouse Receipts**

## 200 Accessing EWR System

#### A Overview

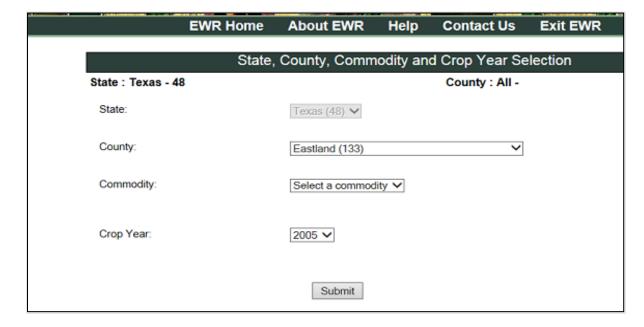
EWR is a web-based system that provides FSA Service Centers the ability to access EWR's from a central EWR repository for price support purposes.

The EWR system:

- provides the ability to:
  - request receipts
  - download receipts
  - view receipts
  - •\*--release receipts--\*
- allows FSA Service Centers the capability to access the EWR database repository for program monitoring, review, and evaluation
- is available for warehouse-stored:
  - peanuts
  - rice.

## **B** Example of EWR Home Screen

The following is an example of the EWR Home Screen.



## 200 Accessing EWR System (Continued)

#### C Action

Access the EWR system according to the following table.

Step	Action
1	Access the FSA Applications Intranet page at
	https://intranet.fsa.usda.gov/fsa/applications.asp.
2	Under "FSA Applications" and "Applications Directory", CLICK "G-O".
3	CLICK "MAL EWR - Electronic Warehouse Receipts".

## 201 Requesting Receipts

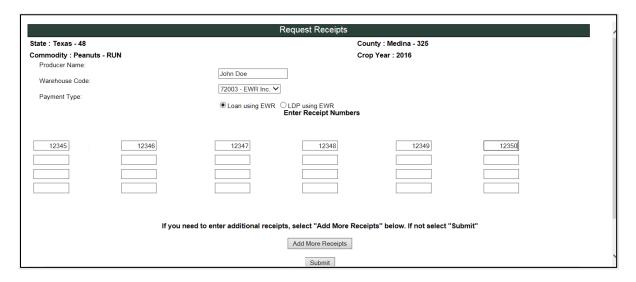
#### A Overview

Producers requesting loans must provide the County Office with the basic loan information according to 8-LP, along with the following information associated with warehouse receipts:

- producer name
- warehouse code
- commodity type
- commodity class
- list of EWR receipt numbers
- State where inspected.

## **B** Example of Request Receipts Screen

The following is an example of the Request Receipts Screen.



#### **Section 4 Cotton Loans**

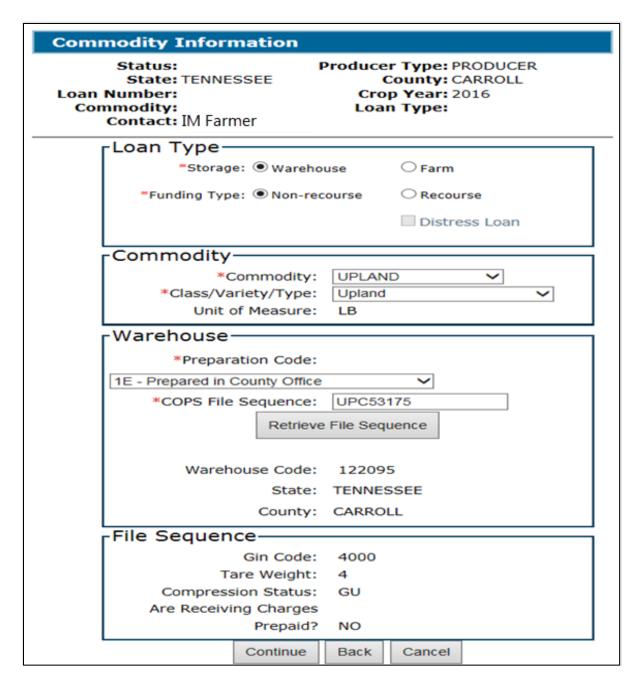
## 240 Commodity Information Screen for Warehouse-Stored Cotton

#### A Overview

Warehouse-stored cotton loans are created in the same manner as other warehouse-stored commodity loans, except for a few items specific to cotton.

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

The following is an example of the Commodity Information Screen for a warehouse-stored cotton loan.



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

## C Field Descriptions and Actions

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

Field/Button	Description/Action
1.000==	Loan Type
Storage	CLICK "Warehouse".
Funding Type	CLICK "Non-recourse".
	<b>Note:</b> CLPS will not allow a cotton recourse loan to be processed.
	Commodity
Commodity	Using the "Commodity" drop-down menu, select either of the
Commounty	following:
	Tone wing:
	• "Upland"
	• "ELS".
	<b>Note:</b> The drop-down menu options are based on the producer's
	RQMS record.
Class/Variety/Type	Using the "Class/Variety/Type" drop-down menu, select either of the
	following:
	• "Upland"
	• "ELS".
	<b>Note:</b> The drop-down menu options are based on the producer's RQMS record.
Unit of Measure	Displays the unit of measure for the commodity.
Cint of Measure	Warehouse
Preparation Code	Preparation code indicates who prepared the documents required for
1	the loan.
	Using the "Preparation Code" drop-down menu, select 1 of the
	following:
	• "1E - Prepared in County Office"
	• "3E - Prepared by Loan Clerk"
GODG E'I	• "4E - Prepared and Disbursed by Loan Clerk".
COPS File	*Enter the file sequence number that was uploaded in COPS*
Sequence	CLICK "Detrieve Eile Converse"
Retrieve File	CLICK "Retrieve File Sequence".
Sequence Warehouse Code	Displays the warehouse code.
State State	Displays the Warehouse code.  Displays the State location of the warehouse.
County	Displays the State location of the warehouse.
County	Displays the county location of the watchouse.

## 282 Storage Information Screen for Graded Wool Loans

#### A Overview

The Storage Information Screen allows users to enter storage information.

CLPS automatically:

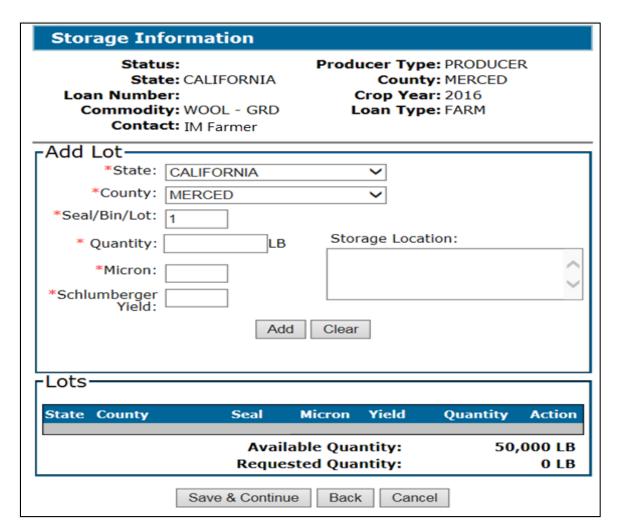
- displays the available quantity
- adds the quantity to the loan to determine the requested quantity
- subtracts the requested quantity from the available quantity.

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

County Offices will complete this section using CCC-633WM.

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

The following is an example of the Storage Information Screen for a farm-stored graded wool loan.



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

# C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Storage Information Screen for a farm-stored graded wool loan.

Field/Button	Description/Action	
	Add Lot	
State	Using the "State" drop-down menu, select the applicable State where the commodity is stored.	
County	Using the "County" drop-down menu, select the applicable county where the commodity is stored.	
Seal/Bin/Lot	Enter 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 enter the applicable seal/bin/lot number.	
Quantity	Enter the quantity.	
Micron	Enter the Micron from the core test.	
	<b>Note:</b> Micron must be between 0.1 – 99.9.	
	*See 8-LP for source of Micron.	
Schlumberger Yield	Enter the Schlumberger yield from the core test.	
	<b>Note:</b> Yield must be between 0.1 -99.9.	
	See 8-LP for source of Schlumberger yield*	
Storage Location	This is an optional freeform field to enter the additional storage location description.	
	Important: Do not enter any PII * * *.	
Add	CLICK "Add" to add the lot to the loan. The lot information will be	
	displayed in the "Lots" section.	
	Repeat the process for additional lots.	
Clear	CLICK "Clear" to remove the data entered.	

## 714 Market Gain Screen (Continued)

## C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Market Gain Screen. See 8-LP, Part 7 \* \* \*.

Field/Button	Description/Action	
	Quantity Detail	
Seal/Bin/Lot or	Displays the seal/bin/lot number for a farm-stored loan.	
Receipt No.		
	Displays the warehouse receipt number for a warehouse-stored loan.	
CCC Determined	Displays the calculated repayment rate.	
Quantity Liquidated	Collateral repaid after the current transaction is finalized.	
Principal Liquidated	Amount of principal repaid after the current transaction is completed.	
Gross Market Gain	Market gain calculated without any reductions because of eligibility.	
Calculated Market Gain		
Producer	Displays the primary contact producer on loan.	
Net Market Gain	Displays the 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	Displays the total net market gain.	
Gain		
Continue	CLICK "Continue" to proceed to the next screen.	
Back	CLICK "Back" to return to the previous screen.	
Cancel	CLICK "Cancel" to cancel the 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 Remittance Detail Screen

The following is an example of the Remittance Detail Screen.

Remittance Detail					
Status: Disbursed State: NEBRASKA Loan Number: 10001 Commodity: WHEAT - HWW Contact: IM FARMER Repayment Type: REGULAR (P&I)	Producer Type: PRODUCER County: CHASE Crop Year: 2016 Loan Type: FARM				
Disbursement Date: 07/20/2016	Interest Rate: 1.6250%				
Payment Detail					
Maturity Da Quantity Remaini Quantity Liquidat Principal Remaini Principal Liquidat Interest Amou	ted: 1,000 BU ing: \$88,160.00 ted: \$3,040.00				
-Add Remittance					
*Payment Method: <sele< td=""><td>ect Payment method&gt; 🗸</td></sele<>	ect Payment method> 🗸				
*Remittance Number:					
*Remittance Amount:					
*Repayment Amount:					
*Remitter Name:					
Select Remitter from SCIMS	Add Clear				
-Remittances					
	ittance Repayment Actions ount Amount				
Total I	Total Due: \$3,061.79				
Total R	emitted: \$0.00				
*State: NEBRASKA	$\overline{}$				
*Office: <select office=""></select>	~				
Continue	Back Cancel				

#### **Section 3** Cotton Repayments

#### 730 Cotton CCR's

#### A Overview

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 email notification is sent from COPS to inform the County Office that 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 holder ID number
- performs all calculation, collection, and release functions for cotton loans redeemed using CCR
- allows repayment at either of the following:
  - AWP when it is equal to or less than the loan rate
  - principal plus interest repayment when AWP is equal to or greater than the loan rate
- releases receipts automatically to the merchant once funds have been received and posted to COPS.

COPS sends an email 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 email to the County Office listing the State and county codes, 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 email 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.

## 730 Cotton CCR's (Continued)

## **B** Downloading CCR Invoices

To download CCR's, County Offices will:

- access COPS according to 7-CN
- •\*--CLICK "Invoicing" from the left-hand navigation menu
- CLICK "Invoice Review"
- using the "Invoice Type" drop-down menu, CLICK "(CR)-Cotton Redemption Invoice"

**Note:** User can also enter additional criteria including the invoice number, loan number, invoice status, State, county, crop year, and FY.

- CLICK "Continue"
- CLICK the "Invoice Number" hyperlink
- click the following buttons to view or print the reports for each file:
  - Collection Letter
  - Itemized Activity
  - Download.--\*

## 731 CCR Repayment Screen

#### A Overview

The CCR Repayment Screen is similar to other repayment screens; however, users only enter the schedule number from COPS and the holder ID number.

**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 Repayment Screen for Cotton

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

Status: Disbursed
State: GEORGIA County: BURKE Loan Number: 20034 Crop Year: 2015 Commodity: UP - UP Loan Type: WAREHOUSE Contact: COTTON FARMER
Disbursement Date: 09/02/2015
Outstanding Quantity  Maturity Date: 06/30/2016  Quantity Remaining: 4,875.00 LB  Principal Remaining: \$2,254.71
Repayment Type
© Cash © CCR *Schedule Number:  *Holder ID:
Repayment Options
<ul><li>Full</li><li>Partial</li></ul>
* Was this repayment received prior to today? • Yes • No *Repayment Date:  Continue  Cancel

## C Action

\*--After selecting the loan for repayment according to paragraph 52:--\*

- CLICK "CCR"
- enter the schedule number
- enter the holder ID number
- 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

The following is an example of the CCR Schedule Screen.



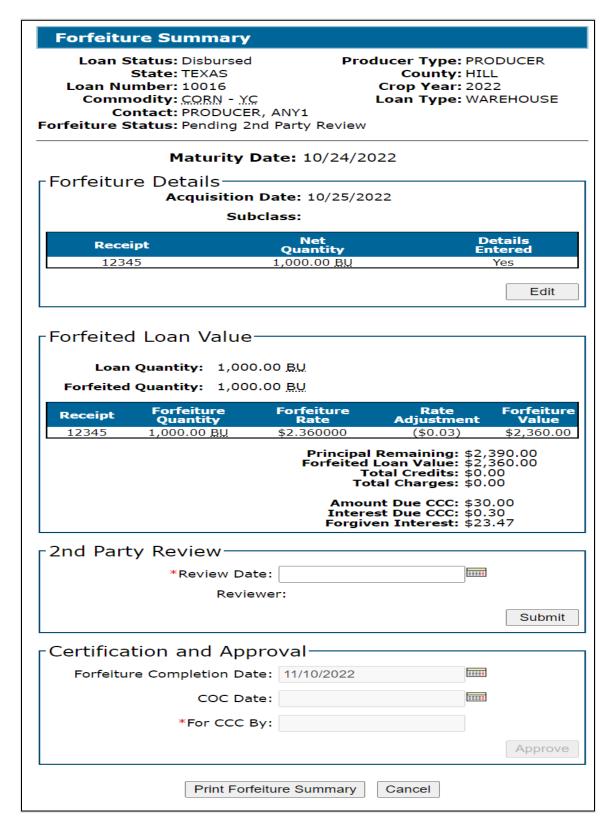
#### C Action

After reviewing the 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.

## **B** Example of Forfeiture Summary Screen

The following is an example of the Forfeiture Summary Screen.



## **803** Forfeiture Summary Screen (Continued)

# \*--C 2nd Party Review Section--\*

CLPS requires a 2<sup>nd</sup> party review to be entered before the forfeiture can be completed.

On the Search Results Screen, CLICK "Service" for the applicable loan.

On the Loan Servicing Screen, CLICK "Edit" under "Actions" in the "Transactions" section.

On the Forfeiture Summary Screen:

- enter the review date
- CLICK "Submit". The Forfeiture Summary Screen will update with the entered 2<sup>nd</sup> party review information.

## \*--D Certification and Approval Section--\*

On the Forfeiture Summary Screen:

• enter the forfeiture completion date

**Note:** The current date will default.

- enter the COC approval date
- enter the name and title of the approver
- CLICK "Approve". The Loan Forfeiture Confirmation Screen will be displayed.

## 804 Loan Forfeiture Confirmation Screen

## A Overview

The Loan Forfeiture Confirmation Screen is the last step in the forfeiture process.

## 804 Loan Forfeiture Confirmation Screen (Continued)

## **B** Example of Loan Forfeiture Confirmation Screen

The following is an example of the Loan Forfeiture Confirmation Screen.



#### C Action

On the Loan Forfeiture Confirmation Screen, CLICK:

- "Print Transmittal"
- "Print Forfeiture Summary"
- "Continue" to return to the Loan Servicing Screen.

#### **805** Peanut Forfeitures

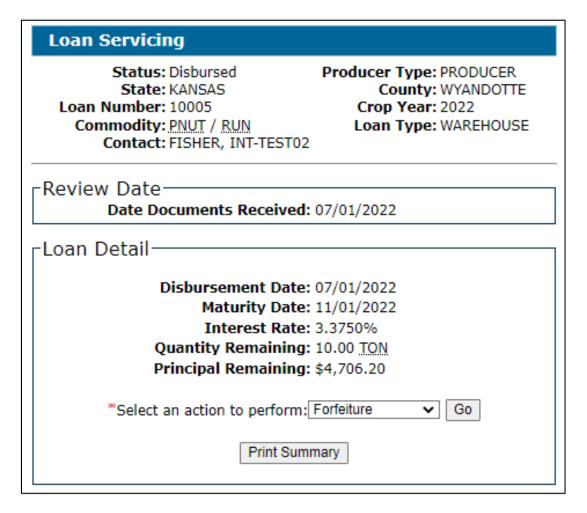
#### A Overview

CLPS captures premiums and discounts for peanuts at the time of loan making.

## **805** Peanut Forfeitures (Continued)

## **B** Example of Loan Servicing Screen for Peanuts

The following is an example of the Loan Servicing Screen for peanuts.



#### C Action

To process a peanut forfeiture:

- select "Forfeiture" from the action drop-down menu and CLICK "Go"
  - **Note:** The Forfeiture Summary Screen will be displayed.
- enter the acquisition date
- CLICK "Save"
- •\*--complete the forfeiture according to paragraph 803.--\*

#### 806-820 (Reserved)

## 902 Transfer Quantities Screen

#### A Overview

The Transfer Quantities Screen allows the user to select the quantity to transfer.

## **B** Example of Transfer Quantities Screen

The following is an example of the Transfer Quantities 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

**1** 

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	(	
State - Cou	inty: TX C	OCHRAN			
2	\$1.98	10,000 BU	\$19,800.00	(	
State - Cou	ınty: TX C	OCHRAN			
3	\$1.98	10,000 BU	\$19,800.00	(	
State - Cou	ınty: TX C	OCHRAN			
4	\$1.98	5,000 BU	\$9,900.00		
State - Cou	ınty: TX CO	CHRAN			
5	\$1.98	5,000 BU	\$9,900.00	(	
State - Cou	ınty: TX C	OCHRAN			
6	\$1.98	10,000 BU	\$19,800.00		
State - County: TX COCHRAN					
7	\$1.98	5,000 BU	\$9,900.00	(	
State - Cou	inty: TX C	OCHRAN			

Save & Continue

Back

## 902 Transfer Quantities Screen (Continued)

## C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Transfer Quantities Screen.

Field/Button	Description/Action		
Seal/Bin/Lot	Displays the seal/bin/lot assigned to the storage location.		
Loan Rate	Displays 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	Displays the outstanding quantity of the seal/bin/lot.		
Outstanding Principal	Displays the outstanding principal of the seal/bin/lot.		
*State – County	Displays the State and county location of the seal/bin/lot*		
Transfer Quantity	Enter the quantity that is being transferred to the warehouse.		
Total Quantity	Displays the total quantity that is being transferred.		
Allocated to Transfer			
Save & Continue	CLICK "Save & Continue" to proceed to the next screen.		
Back	CLICK "Back" to return to the previous screen.		

## 903 Commodity Information Screen for Farm-Stored to Warehouse-Stored Transfer

## A Overview

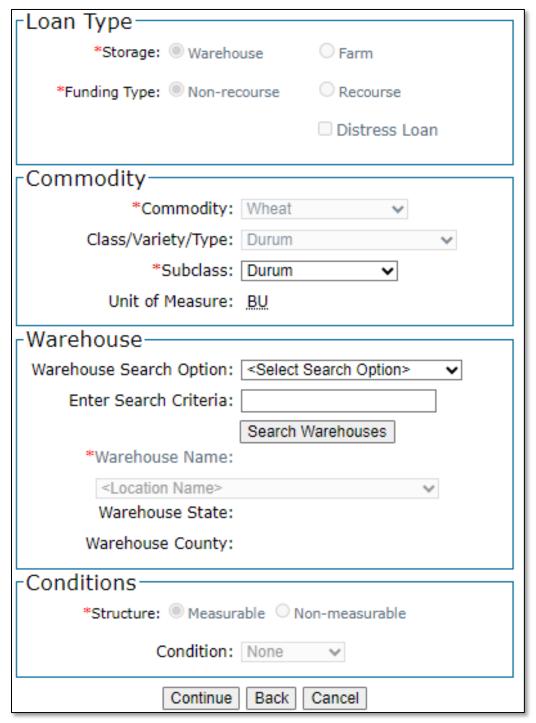
The Commodity Information Screen for a farm-stored to warehouse-stored transfer allows the user to enter the warehouse location.

# 903 Commodity Information Screen for Farm-Stored to Warehouse-Stored Transfer (Continued)

# 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.

\*\_\_



# 903 Commodity Information Screen for Farm-Stored to Warehouse-Stored Transfer (Continued)

## C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the warehouse-stored Commodity Information Screen for a farm-stored transfer.

Field/Button	Description/Action			
Loan Type				
Storage	Displays the type of storage for the loan.			
Funding Type	Displays the type of funding for the commodity.			
<u> </u>	Commodity			
Commodity	Displays the type of commodity.			
Class/Variety/Type	Displays the class/variety/type for the commodity.			
*Subclass	Enter the subclass for the displayed commodity, if applicable*			
Unit of Measure	Displays the unit of measure for the commodity.			
	Warehouse			
Warehouse Search	Available search options for selecting a warehouse.			
Options				
	Using the drop-down menu, select 1 of the following options:			
	"Search by Warehouse Code"			
	"Search by Warehouse Name"			
	• "Search Favorites".			
Enter Search	Freeform field to enter applicable warehouse search criteria.			
Criteria				
	Enter either of the following:			
	• warehouse code			
	warehouse name.			
G 1 XXX 1	<b>Note:</b> Ensure that <b>no</b> PII data is entered into freeform fields.			
Search Warehouse	CLICK "Search Warehouses".			
Warehouse Name	Using the drop-down menu, select the applicable warehouse*			
State	Displays the State location of the selected warehouse.			
County	Displays the county location of the selected warehouse.			
Conditions				
Structure	Displays if the structure can be measured.			
Condition	Displays the condition of the loan.			
Continue	CLICK "Continue" to proceed to the next screen.			
Back	CLICK "Back" to return to the previous screen.			
Cancel	CLICK "Cancel" to cancel the process and return to the Loan			
	Servicing Screen.			

## 904 Storage Information Screen for Farm-Stored to Warehouse-Stored Transfer (Continued)

# **D** Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Add	CLICK "Add".
	Adds warehouse receipt information to the loan. The warehouse information will be displayed on the "Add Receipts" tab of the screen.
	Note: User can add multiple receipts.
Clear	CLICK "Clear" to remove the data entered.
Save & Continue	CLICK "Save & Continue" to save the storage information and
	proceed to the Loan Calculation Screen.
Back	CLICK "Back" to return to the previous screen.
Cancel	*CLICK "Cancel" to cancel the process and return to the Loan
	Servicing Screen*

## 905 Loan Calculation Screen

## A Overview

The Loan Calculation Screen will calculate and display the loan details for the transferred loan.

## 905 Loan Calculation Screen (Continued)

## **B** Example of Loan Calculation Screen

The following is an example of the Loan Calculation Screen.

Loan Ca	alculation			
Status: Draft State: TEXAS Loan Number: 10038 Commodity: BRLY - BRL Contact: IM FARMER		Producer Type: PRODUCER County: COCHRAN Crop Year: 2017 Loan Type: WAREHOUSE		
-Loan An	nount———			
Requeste	d Quantity:	30,000.00	BU	
Receipt	Loan Quantity	Rate	Loan Amount	
12345	30,000.00 BU	\$1.98	\$59,400.00	
			Loan Amount: \$59,400.00	
	Service Fee:	\$45.00	Override(\$):	
Reason: <	Select Reason>		~	
	Save & Conti	nue Back	Cancel	

## C Action

On the Loan Calculation Screen:

• verify the service fee is correct

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

**Note:** State or national assessments are not applicable to loan transfers. Assessments are paid at the time of the original loan.

- •\*--CLICK "Save & Continue" to proceed to the next screen
- CLICK "Back" to return to the previous screen
- CLICK "Cancel" to return to the Loan Servicing Screen.--\*

## 906 Service Fee Payment Screen

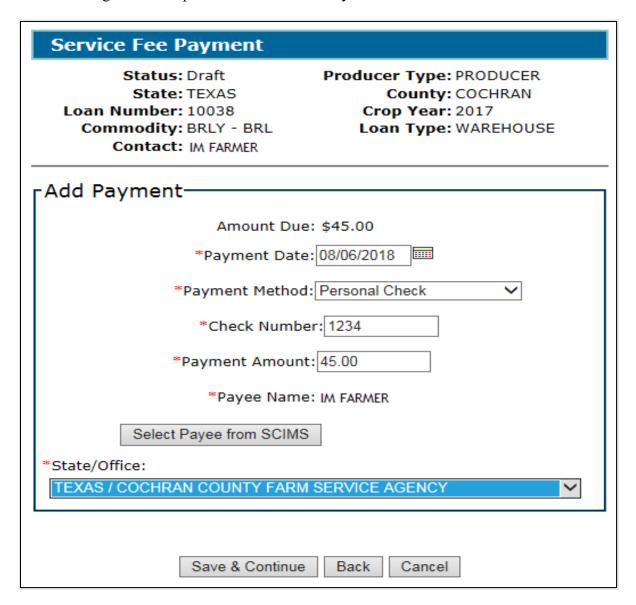
#### A Overview

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.

**Note:** Service fees cannot be deducted as part of the transfer since no additional monies are being disbursed.

## **B** Example of Service Fee Payment Screen

The following is an example of the Service Fee Payment Screen.



# C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Service Fee Payment Screen.

Field/Button	Description/Action
Amount Due	Displays the service fee amount that is due.
Payment Date	Enter the date the payment was <b>received</b> in the County Office.
	Enter the date by either of the following:
	• entering the date in the "mm/dd/yyyy" format
	• clicking the "Calendar" icon.
Payment Method	Using the "Payment Method" drop-down menu, select the following applicable method:
	"Personal Check"
	• "Cashier Check"
	"Money Order"
	"Multi-Party Check"
	• "Cash & Coin".
	<b>Note:</b> See 64-FI for additional information on remittance types.
Check Number	Enter the check number.
Payment	Enter the payment amount.
Amount	
Payee Name	*Displays the name of the person issuing the payment.
	<b>Note:</b> Automatically populated based on the name selected from SCIMS.
Select Payee from SCIMS	CLICK "Select Payee from SCIMS" and select the remitter from SCIMS.
	<b>Note:</b> The remitter is the name on the check.
State/Office	Displays the State and County Office where the payment was physically received.
Save &	CLICK "Save & Continue" to proceed to the next screen.
Continue	
Back	CLICK "Back" to return to the previous screen.
Cancel	CLICK "Cancel" to return to the Loan Servicing Screen*

## 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 2<sup>nd</sup> 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 "Transactions" section and CLPS will display the warehouse-stored loan details.

#### Follow:

- paragraph 114 to complete the 2<sup>nd</sup> party review
- paragraphs 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 "Transactions" section of the Loan Servicing Screen.

## If the loan:

- has not been approved, CLICK "Edit"
- •\*--has been approved, CLICK "Delete Selected Transaction".--\*

**Note:** Corrections can only be initiated from the original farm-stored loan.

## 909-999 (Reserved)

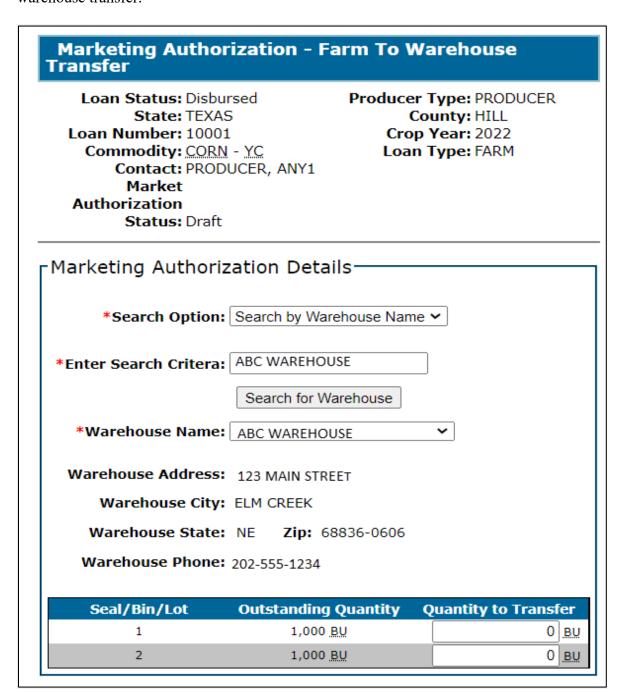
# 1002 "Marketing Authorization Details" Section of Marketing Authorization – Farm to Warehouse Transfer Screen

#### A Overview

The "Marketing Authorization Details" section allows the user to enter the details applicable to a farm to warehouse transfer authorization.

## **B** Example of "Marketing Authorization Details" Section

The following is an example of the "Marketing Authorizations Details" section for a farm to warehouse transfer.



# 1002 "Marketing Authorization Details" Section of Marketing Authorization – Farm to Warehouse Transfer Screen (Continued)

## C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the "Marketing Authorization Details" section.

Field/Button	Description/Action
Search Option	Using the drop-down menu, select the applicable warehouse
	search option:
	"Search by Warehouse Code"
	"Search by Warehouse Name"
	"Search Favorites".
Enter Search Criteria	Freeform field to enter the applicable warehouse search criteria.
	Enter either of the following:
	warehouse code
	warehouse name.
	<b>Notes:</b> The "Search Option" field must have a selection <b>before</b>
	a warehouse code or name can be entered.
	D. A. A. DIT 1.
C 1 C XX 1	Do <b>not</b> enter any PII data.
Search for Warehouse	CLICK "Search for Warehouse".
Warehouse Name	Using the drop-down menu, select the warehouse where the
Warehouse Address	commodity is being transferred.
	Displays the address of the selected warehouse.
Warehouse City / State / Zip	Displays the city, State, and ZIP Code of the selected warehouse.
Warehouse Phone	Displays the phone number of the selected warehouse.
Seal/Bin/Lot	Displays the seal/bin/lot assigned to the storage location.
Outstanding Quantity	Displays the outstanding quantity of the seal/bin/lot.
Quantity to Transfer	Enter the quantity that is being transferred to the warehouse.
Save & Exit	CLICK "Save & Exit" to save the progress and return to the
Zui C & Linit	Loan Servicing Screen.
Save & Continue	CLICK "Save & Continue" to proceed to the Marketing
	Authorization Summary Screen.
	Follow paragraph 1005 to complete the marketing
	authorization.
Cancel	*CLICK "Cancel" to cancel the process*

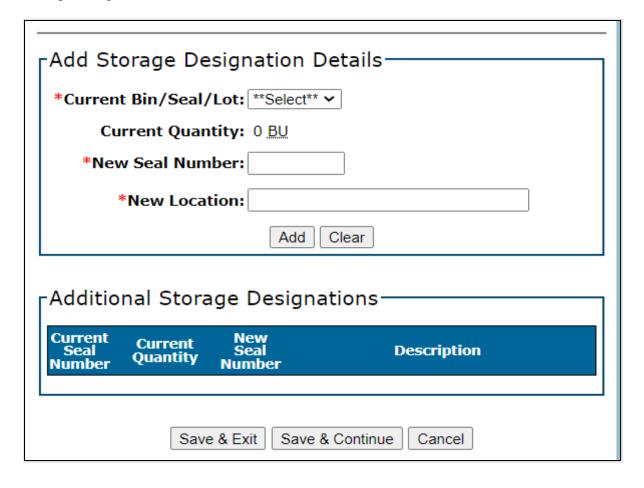
# 1003 "Add Storage Designation Details" and "Additional Storage Designations" Sections of Marketing Authorization \* \* \* Screen

#### A Overview

Producers can request a marketing authorization to move collateral to additional storage locations.

# B Example of "Add Storage Designation Details" and "Additional Storage Designations" Sections

The following is an example of the "Add Storage Designation Details" and "Additional Storage Designations" sections.



# 1003 "Add Storage Designation Details" and "Additional Storage Designations" Sections of Marketing Authorization \* \* \* Screen (Continued)

## C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the "Add Storage Designation Details" and "Additional Storage Designations" sections.

Field/Button	Description/Action
Current Bin/Seal/Lot	Using the drop-down menu, select the current bin/seal/lot where
	the commodity is stored.
Current Quantity	Displays the current outstanding quantity of the selected
	bin/seal/lot.
New Seal Number	Enter the new seal number to where the collateral is being moved.
	<b>Note:</b> The new seal number cannot exceed 5 characters.
New Location	Enter a description of the new storage location.
	<b>Example:</b> "Bin 4 located behind equipment shed".
	<b>Note:</b> The new location cannot exceed 29 characters and <b>cannot</b> include PII.
Add	CLICK "Add" to generate the request for the additional storage location.
Clear	CLICK "Clear" to remove the data entered.
Save & Exit	CLICK "Save & Exit" to save the progress and return to the Loan
	Servicing Screen.
Save & Continue	CLICK "Save & Continue" to proceed to the Marketing
	Authorization Summary Screen.
	Follow paragraph 1005 to complete the marketing authorization.
Cancel	CLICK "Cancel" to cancel the process and return to the Loan
	Servicing Screen.

## 1004 Marketing Authorization – Delivery of Collateral for Sale Screen

## A Overview

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

#### 1004 Marketing Authorization – Delivery of Collateral for Sale Screen (Continued)

## **B** Example of Marketing Authorization – Delivery of Collateral for Sale Screen

The following is an example of the Marketing Authorization – Delivery of Collateral for Sale Screen.

\*\_\_ Select Delivery Address Marketing Authorization Details-Is the delivery location the same as the Buyer's address? ◎ Yes ○ No Date Request Received: 08/23/2023 Delivery Address: Maturity Date: 02/29/2024 **Delivery City:** \*Expiration Date: ○ 15 Days ○ 30 Days **Delivery State:** Delivery Zip: Authorized Quantity: 603 BU Form Questions Quantity for Paid Assessment or Promotion Fee: 0 BU Please do not enter PII data in this field: \* Has Lock-In Repayment Rate been requested on form CCC-697? \*\*Select\*\* > \*Storage Location: \* Request received by phone? \*\*Select\*\*~ \* Did the producer begin moving collateral on a non-workday? \*\*Select\*\* Please do not enter PII data in this field: \* Did the producer request authorization to move the collateral the next workday? \*\*Select\*\* \*Planted Location: Remarks: Select Buyer Address Save & Exit Save & Continue Cancel \*Search Option: \*\* Select Search Option \*\* \*Search Criteria: Select Buyer \*Buyer Name: \*\* Select \*\* > **Buyer Address: Buyer City: Buyer State:** Buyer Zip:

## C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Marketing Authorization – Delivery of Collateral for Sale Screen.

Field/Button	Description/Action	
	Marketing Authorization Details	
Date Request	Displays the date the request was submitted to move the loan	
Received	collateral.	
Maturity Date	Displays the maturity date.	
Expiration Date	Select either of the following options:	
	• "15 Days"	
	• "30 Days".	

# 1004 Marketing Authorization – Delivery of Collateral for Sale Screen (Continued)

# C Field Descriptions and Actions (Continued)

Field/Button	Description/Action		
Authorized Quantity	*Displays the outstanding quantity of the loan*		
Quantity for Paid	Displays the quantity where assessments or promotion fees were		
Assessment or	calculated and paid.		
Promotion Fee			
Storage Location	Freeform field to enter the current storage location of the		
	commodity.		
	Note: Do not include any PII * * *.		
*Planted Location	Freeform field to enter the State, county, and farm number where		
	the collateral was produced.		
	Note: Do not include any PII*		
	Select Buyer Address		
Is Buyer an approved	Select the applicable radio button:		
warehouse?			
	• if "Yes" is selected, select the warehouse from LPAS		
	ŕ		
	•*if "No" is selected, CLICK "Search for Buyer" to select*		
	the buyer from SCIMS.		
	N		
G 1 0 4	Note: The buyer must have a record in SCIMS.		
Search Option	If "Yes" was selected to the above question, select 1 of the		
	following from the drop-down menu:		
	"Search by Warehouse Code"		
	<ul><li>"Search by Warehouse Name"</li></ul>		
	"Search Favorites".		
Search Criteria	Enter either of the following:		
Scaren Cinteria	Enter cliner of the following.		
	warehouse code		
	warehouse name.		
	<b>Note:</b> The "Search Option" field must have a selection before		
	entering a warehouse code or name.		
Select Buyer	CLICK "Select Buyer" to retrieve the warehouse based on the		
	entered search criteria.		
Buyer Name	Using the drop-down menu, select the applicable warehouse.		
Buyer Address /	Displays the selected buyer's address, city, State, and ZIP Code.		
City / State / Zip			

# 1004 Marketing Authorization – Delivery of Collateral for Sale Screen (Continued)

# C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
2 224, 274000	Select Delivery Address
Is the delivery location the same as the Buyer's	Select the applicable radio button:
address?	• if "Yes" is selected, the system will auto populate the buyer's address
	• if "No" is selected, the system will prompt the user to select the buyer's address.
	*Select "Yes" or "No" to "Is the delivery location an approved warehouse":
	if "Yes" is selected, the system will prompt the user to select the warehouse using the search criteria
	• if "No" is selected, the system will allow the user to manually input the delivery address, city, State, and ZIP Code*
Delivery Address / City / State / Zip	Displays the delivery address, city, State, and ZIP Code.
	Form Questions
Payable solely to CCC?	Using the drop-down menu, select either "Yes" or "No".
Has Lock-In Repayment Rate been requested on form CCC-697?	Using the drop-down menu, select either "Yes" or "No".
Request received by phone?	Using the drop-down menu, select either "Yes" or "No".
Did the producer begin moving collateral on a non-workday?	Using the drop-down menu, select either "Yes" or "No".
Did the producer request authorization to move the collateral the next workday?	Using the drop-down menu, select either "Yes" or "No".
Remarks	This is an optional freeform field to enter any additional remarks.
	Note: Do not include any PII * * *.
Save & Exit	CLICK "Save & Exit" to save the progress and return to the Loan Servicing Screen.
Save & Continue	CLICK "Save & Continue" to proceed to the Marketing Authorization Summary Screen.
	Follow paragraph 1005 to complete the marketing authorization.
Cancel	CLICK "Cancel" to cancel the process and return to the Loan Servicing Screen.

## 1005 Marketing Authorization Summary Screen

#### A Overview

The Marketing Authorization Summary Screen:

- displays a summary of the marketing authorization request
- allows users to enter signature and approval information
- has similar functions for all types of marketing authorization requests.

## **B** Example of Marketing Authorization Summary Screen

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

Marketing Authorization Summary		
Loan Status: Disbursed State: TEXAS Loan Number: 10001 Commodity: CORN - YC Contact: PRODUCER, ANY Market Authorization Status: Pending Produce		
Marketing Authorization Summary		
Marketing Authorization Type: Delivery of loan Collateral for Sale		
Authorized Quantity:	750 <u>B.U</u>	
Request Date:	11/10/2022	
Expiration Date:	30 Days	
Date Signed Authorization Received		
Received Date:		
Signature Date Signed For / By		
	None Edit	
CCC Action————		
*CCC Approval Date:	☐ Approved ☐ Disapproved	
*Approver Name:		
*Title:		
	Submit	
Back Generate CCC-681-1 Exit		

## C Field Descriptions and Actions

The following table provides the fields, descriptions, and actions for the Marketing Authorization Summary Screen. See 8-LP for policy provisions.

Field/Button	Description/Action	
Marketing Authorization Summary		
Marketing	Displays the requested marketing authorization type.	
Authorization Type		
Authorized Quantity	Displays the authorized quantity that is equal to the outstanding loan	
	quantity.	
Request Date	Displays the date the request was received.	
Expiration Date	Displays the applicable selection of 15 or 30 calendar days.	
Date Signed Authorization Received		
Edit	CLICK "Edit".	
	The "Add Producer Signatures" section will be displayed.	
Add Producer Signatures		
Received Date	Enter the date the signed marketing authorization was received in the	
	County Office.	
Signature (by)	Enter the name of the producer.	
Title/Relationship	Enter the title or relationship, if applicable.	
Signature Date	Enter the producer's signature date.	
Add	CLICK "Add" to record the signed marketing authorization.	
*Clear	CLICK "Clear" to remove the data entered.	
Save & Continue	CLICK "Save & Continue" to return to the Marketing Authorization	
	Summary Screen.	
Cancel	CLICK "Cancel" to cancel the process and return to the Marketing	
	Authorization Summary Screen.	
CCC Action		
CCC Approval Date	Enter the approval date by either of the following:*	
	• entering the date in the "mm/dd/yyyy" format	
	• clicking the "Calendar" icon.	
Approved /	Select either of the following:	
Disapproved		
	• "Approved"	
	• "Disapproved"	
Approver Name	Enter the approver's first and last name.	
Title	Enter the approver's title.	
	Example: "CED".	
Submit	CLICK "Submit" to save the marketing authorization.	
Back	CLICK "Back" to return to the previous screen.	
Generate CCC-681-1	CLICK "Generate CCC-681-1" to print the authorization.	
Exit	CLICK "Exit" to return to the Loan Servicing Screen.	

## 1006 Marketing Authorization Extensions

#### A Overview

Marketing authorizations can be extended an additional 15 calendar days if the expiration date has not been exceeded.

**Warning:** If the extension is after the expiration date, the system will prompt the user to enter a new marketing authorization. Users cannot back date extensions.

## **B** Example of Marketing Authorizations-Extend Expiration Date Screen

The following is an example of the Marketing Authorizations-Extend Expiration Date Screen.

# **Marketing Authorizations-Extend Expiration Date**

Loan Status: Disbursed

State: TEXAS

Loan Number: 10003 Commodity: CORN - YC

Contact: PRODUCER, ANY1

Market Authorization

Status: Approved

Producer Type: PRODUCER
County: HILL

Crop Year: 2022 Loan Type: FARM

## $_{\mathsf{F}}\mathsf{Extend}$ Expiration Dateldot

Marketing Authorization Type: Delivery of loan Collateral for Sale

Authorized Quantity: 2,000 BU

**Request Date:** 07/21/2022

Expiration Date: 08/05/2022

Extended Expiration Date: 08/22/2022

Save & Submit | Cancel

## 1006 Marketing Authorization Extensions (Continued)

#### C Action

From the Search Results Screen:

- CLICK "Service" for the applicable loan
- CLICK "Extend" in the "Marketing Authorizations" transaction block
- CLICK "Save & Submit" to proceed to the Confirmation Screen.

Marketing authorization extensions do not require further CCC action to be taken in CLPS.

#### 1007 Confirmation Screen

#### A Overview

When the marketing authorization request has been approved or extended successfully, the user will proceed to the Confirmation Screen. Users have the option to print either CCC-681 or CCC-681-1.

## **B** Example of Confirmation Screen

The following is an example of the Confirmation Screen.

# Confirmation Loan Status: Disbursed Producer Type: PRODUCER State: TEXAS County: HILL Loan Number: 10001 Crop Year: 2022 Commodity: CORN - YC Loan Type: FARM Contact: PRODUCER, ANY1 Market Authorization Status: Approved Expiration Date successfully extended Generate CCC-681 Continue

## 1007 Confirmation Screen (Continued)

## C Action

\*--On the Confirmation Screen, CLICK "Generate CCC-681" or "Generate CCC-681-1".--\*

**Note:** Follow 8-LP for further actions.

1008-1099 (Reserved)

## 1101 Correcting Loans (Continued)

#### C Action

\*--After selecting the loan according to paragraph 52 from the Search Results Screen:--\*

- CLICK "Edit" to display the Loan Summary Screen
- CLICK "Edit" under the applicable section
- edit the applicable information.

Note: After any changes have been saved, the status will revert to "Draft".

## 1102 Canceling Loans Before COC Approval

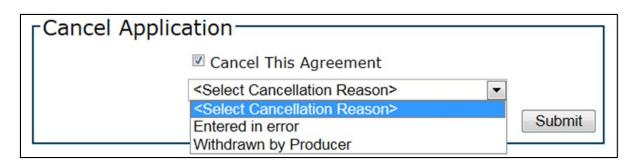
#### A Overview

Loan applications can be canceled before COC approval without requiring further action, and when the loan is in any of the following statuses:

- "Draft"
- "Pending Review"
- "Pending Producer Signature"
- "Pending Approval".

## B Example of "Cancel Application" Section of Loan Summary Screen

The following is an example of the "Cancel Application" section of the Loan Summary Screen.



## 1102 Canceling Loans Before COC Approval (Continued)

#### C Action

\*--After selecting the loan according to paragraph 52 from the Search Results Screen:--\*

- 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 menu, select the cancellation reason
- CLICK "Submit".

**Note:** A loan application that has been canceled is no longer editable and can only be reviewed.

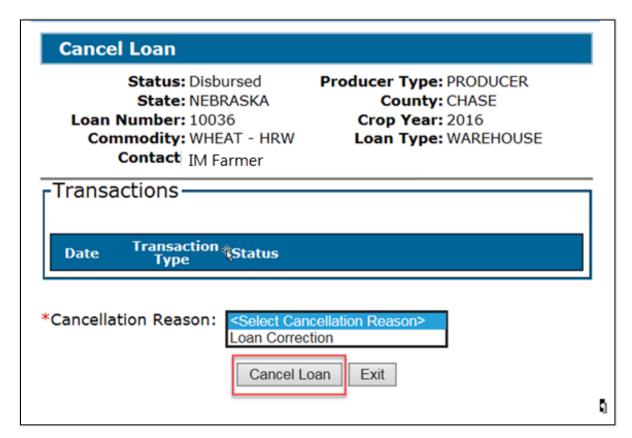
## 1103 Cancel Loan Screen

#### A Overview

Approved loans cannot be corrected and may only be canceled through the Loan Servicing Screen. Additionally, a loan with active repayment transactions cannot be canceled.

## **B** Example of Cancel Loan Screen

The following is an example of the Cancel Loan Screen.



## 1103 Cancel Loan Screen (Continued)

#### C Action

\*--After selecting the loan according to paragraph 52 from the Search Results Screen:--\*

- CLICK "Service" to display the Loan Servicing Screen
- using the drop-down menu, select "Cancel Loan"
- CLICK "Go"
- using the "Cancellation Reason" drop-down menu on the Cancel Loan Screen, select "Loan Correction"
- CLICK "Cancel Loan".

**Note:** A loan application that has been canceled is no longer serviceable and can only be viewed.

#### 1104 Loan Cancellation Confirmation Screen

#### A Overview

After the loan has been successfully canceled, the Loan Cancellation Confirmation Screen will be displayed.

## **B** Example of Loan Cancellation Confirmation Screen

The following is an example the Loan Cancellation Confirmation Screen.



#### 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.

**Note:** See Exhibit 20 for an example of a canceled CCC-677.

## 1105 Canceling and Reissuing Disbursed Loans

#### A Overview

When an approved loan is canceled, a receivable is established for the following:

- producer or producers
- FSA service fee
- promotion and assessment fees, if applicable
- load-in charges (peanuts only).

The new loan will offset any outstanding receivables associated with a payee ID number regardless of which State or county established the original receivable.

**Important:** Since 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 the user is ready to reissue the loan.

#### B Action

When a loan is to be re-issued, County Offices will:

- re-enter the loan according to Part 4
- offset established receivables.

Do **not** write off any receivable for the following:

- Research, Promotion, Marketing, and Assessment Boards
- FSA Business Partner ID "8011240692" (FSA payment entity).

#### 1106-1149 (Reserved)

## 1150 Canceling Repayments

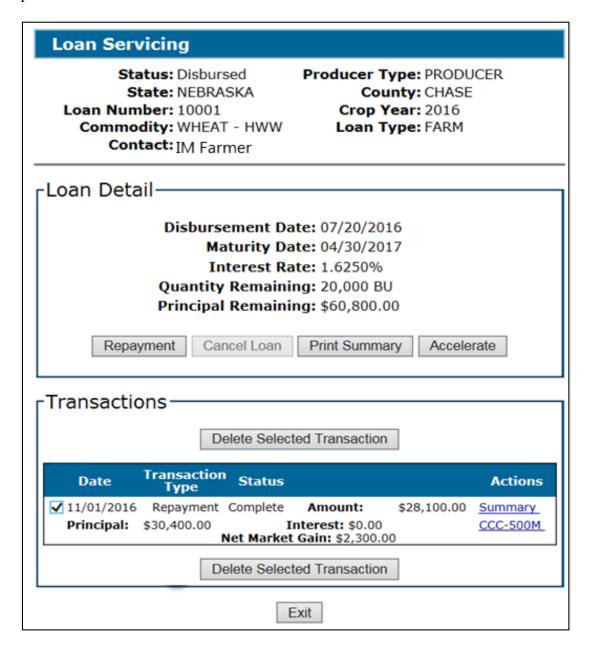
#### A Overview

CLPS allows repayments to be canceled and corrected.

**Note:** When the repayment is canceled **after** the schedule of deposit has been verified, the remittance must be activated according to 64-FI **before** canceling the repayment.

## **B** Example of Loan Servicing Screen

The following is an example of the Loan Servicing Screen in which repayment has been processed.



#### 1150 Canceling Repayments (Continued)

#### C Action

\*--After selecting the loan according to paragraph 52:--\*

- CLICK "Edit" to display the Loan Summary Screen
- click the checkbox of the applicable transaction in the "Transactions" section

**Note:** Deleting a repayment with subsequent repayments will also delete all subsequent repayments.

• CLICK "Delete Selected Transaction" to display the Delete Transaction Screen.

#### 1151 Delete Transaction Screen

#### A Overview

The Delete Transaction Screen allows a repayment to be canceled in CLPS.

## **B** Example of Delete Transaction Screen

The following is an example of the Delete Transaction Screen.



## 1151 Delete Transaction Screen (Continued)

#### C Action

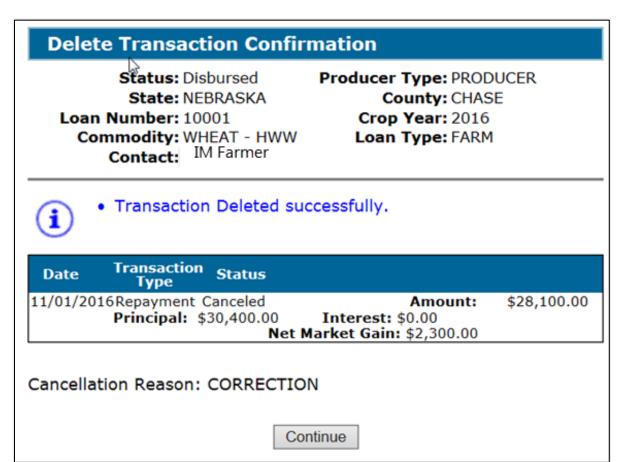
On the Delete Transaction Screen:

- using the "Cancellation Reason" drop-down menu, select the cancellation reason
- CLICK "Delete Transaction" to display the Delete Transaction Confirmation Screen.

\* \* \*

## D Example of Delete Transaction Confirmation Screen

The following is an example of the Delete Transaction Confirmation Screen after the repayment has been successfully canceled.



## 1152 Re-Entering Canceled Repayments

#### A Overview

Repayments that are canceled can be re-entered in CLPS.

## **B** Action

Repayments that are re-entered must be re-entered:

- according to Part 7
- in chronological order when multiple repayments have been canceled.

**Note:** When a repayment is entered for a remittance that was activated, the remittance must be deactivated **after** the repayment has been successfully re-entered.