

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.

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.

Page Control Chart		
TC	Text	Exhibit
1-6	4-29, 4-30 4-33, 4-34 4-41, 4-42 4-45 through 4-102 4-181, 4-182 4-245, 4-246 7-31, 7-32 7-61 through 7-64 8-5 through 8-34 9-3 through 9-6 9-11 through 9-14 9-15 10-3 through 10-14 11-3 through 11-54	

Table of Contents

Page No.

Part 1 General Information

1	Purpose.....	1-1
2	Responsibilities.....	1-2
3	Background and Functionality	1-2
4	Receipt for Service	1-3
5	Submitting Software Issues.....	1-3
6-19	(Reserved)	

Part 2 Administrative Functions

20	Requirements for Loan Making.....	2-1
21	Associating Boards and Payment Entities in MIDAS CRM-Business Partner...	2-1
22	Research, Promotion, Marketing, and Assessment Boards	2-2
23	Associating Remitters for Loan Repayments.....	2-3
24-49	(Reserved)	

Part 3 Commodity Loan Processing System

50	Accessing CLPS	3-1
51	Search Loans Screen.....	3-2
52	Search Results Screen.....	3-4
53-99	(Reserved)	

Table of Contents (Continued)

Page No.

Part 4 Loan Making

Section 1 Creating New Loans

100	General Information.....	4-1
101	Producer Information Screen.....	4-2
102	Producer Information Screen After Producers Selected	4-5
103	Commodity Information Screen for Farm-Stored Loan	4-8
104	Commodity Information Screen for Warehouse-Stored Loan	4-11
105	Farms Screen	4-14
106	Storage Information Screen for Farm-Stored Loan	4-15
107	Storage Information Screen for Warehouse-Stored Loan.....	4-18
108	Bin Calculator Screen for Circular Bin.....	4-24
109	Bin Calculator Screen for Rectangular Bin.....	4-27
110	Loan Calculation Screen	4-29
111	Disbursements Screen	4-31
112	Loan Summary Screen.....	4-33
113	Assessment Review Dates Screen	4-35
114	2nd Party Review Screen	4-36
115	Generating Agreements.....	4-38
116	Producer Signatures Screen.....	4-39
117	COC Action.....	4-42
118	Loan Confirmation.....	4-44
119	Disbursing Loans in NPS.....	4-45
120	Deceased Producer.....	4-46
121	Adding an Heir	4-48
122-199	(Reserved)	

Section 2 Electronic Warehouse Receipts

200	Accessing EWR System.....	4-101
201	Requesting Receipts.....	4-102
202	Accepting Preprocessed Files for DMA's.....	4-104
203	Uploading Preprocessed DMA File to EWR System	4-105
204-219	(Reserved)	

Section 3 Peanut Loans

220	Commodity Information Screen for Warehouse-Stored Peanuts	4-151
221	Storage Information Screen for EWR Warehouse-Stored Peanuts	4-153
222	Storage Information Screen for Paper-Receipted Warehouse-Stored Peanuts ...	4-155
223-239	(Reserved)	

Table of Contents (Continued)

Page No.

Part 4 Loan Making (Continued)

Section 4 Cotton Loans

240	Commodity Information Screen for Warehouse-Stored Cotton.....	4-181
241	Storage Information Screen for Warehouse-Stored Cotton Loan	4-183
242	Commodity Information Screen for Farm-Stored Seed Cotton	4-185
243	Storage Information Screen for Farm-Stored Seed Cotton Loan	4-187
244-259	(Reserved)	

Section 5 Honey Loans

260	Commodity Information Screen for Honey Loans	4-221
261	Storage Information Screen for Honey Loans.....	4-223
262-279	(Reserved)	

Section 6 Wool and Mohair Loans

280	Commodity Information Screen for Wool and Mohair	4-241
281	Storage Information Screen for Nongraded Wool and Mohair.....	4-243
282	Storage Information Screen for Graded Wool Loans	4-245
283-299	(Reserved)	

Section 7 Sugar Loans

300	Creating Sugar Loans.....	4-271
301	Producer Information Screen for Sugar After Processor Selected	4-272
302	Commodity Information Screen for Farm-Stored Sugar Loans.....	4-274
303	Commodity Information Screen for Warehouse-Stored Sugar Loans.....	4-277
304-349	(Reserved)	

Section 8 CCE Turn-Around Loans

350	Processing CCE Turn-Around Loans	4-301
351-399	(Reserved)	

Table of Contents (Continued)

Page No.

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.....	7-1
701-709	(Reserved)	

Section 2 Repayments

710	Initial Repayment Screen.....	7-21
711	Repayment Quantities Screen for Farm-Stored Loan.....	7-25
712	Repayment Quantities Screen for Warehouse-Stored Loan.....	7-27
713	Other Adjustments Screen.....	7-28
714	Market Gain Screen	7-30
715	Remittance Detail Screen.....	7-31
716	Remittance Confirmation Screen.....	7-35
717	Repayment Confirmation Screen.....	7-37
718	CCC-500M	7-38
719	Adjusting Remittances for Small Balances Due	7-38
720-729	(Reserved)	

Section 3 Cotton Repayments

730	Cotton CCR's	7-61
731	CCR Repayment Screen.....	7-62
732	CCR Schedule Screen	7-64
733	Other Adjustments Screen for Cotton.....	7-65
734-749	(Reserved)	

Section 4 Peanut EWR Repayments

750	Processing Warehouse-Stored Peanut EWR Repayments	7-91
751-799	(Reserved)	

Table of Contents (Continued)

Page No.

Part 8 Additional Loan Servicing

800	General Information.....	8-1
801	Accelerating Loan Maturity	8-1
802	Forfeiture Details Screen	8-2
803	Forfeiture Summary Screen	8-4
804	Loan Forfeiture Confirmation Screen.....	8-6
805	Peanut Forfeitures.....	8-7
806-820	(Reserved)	
821	Violation Quantities Screen	8-35
822	Violation Details Screen	8-37
823	Violation Confirmation Screen.....	8-40
824	Transfer to Receivables Details Screen	8-42
825	Transfer to Receivables Confirmation Screen.....	8-44
826-899	(Reserved)	

Part 9 Farm to Warehouse Transfers

900	General Information.....	9-1
901	Farm to Warehouse Transfer Initiation Screen	9-2
902	Transfer Quantities Screen.....	9-3
903	Commodity Information Screen for Farm-Stored to Warehouse-Stored Transfer	9-4
904	Storage Information Screen for Farm-Stored to Warehouse-Stored Transfer	9-7
905	Loan Calculation Screen	9-11
906	Service Fee Payment Screen	9-13
907	Approving Farm-Stored to Warehouse-Stored Transfers	9-15
908	Corrections to Farm-Stored to Warehouse-Stored Transfers.....	9-15
909-999	(Reserved)	

Part 10 Marketing Authorizations

1000	General Information.....	10-1
1001	Marketing Authorization Initiation Screen	10-2
1002	“Marketing Authorization Details” Section of Marketing Authorization – Farm to Warehouse Transfer Screen	10-3
1003	“Add Storage Designation Details” and “Additional Storage Designations” Sections of Marketing Authorization Screen	10-5
1004	Marketing Authorization – Delivery of Collateral for Sale Screen.....	10-6
1005	Marketing Authorization Summary Screen	10-10
1006	Marketing Authorization Extensions	10-12
1007	Confirmation Screen.....	10-13
1008-1099	(Reserved)	

Table of Contents (Continued)

Page No.

Part 11 Corrections

Section 1 Loan Corrections

1100	General Information.....	11-1
1101	Correcting Loans	11-1
1102	Canceling Loans Before COC Approval	11-3
1103	Cancel Loan Screen	11-4
1104	Loan Cancellation Confirmation Screen.....	11-5
1105	Canceling and Reissuing Disbursed Loans	11-6
1106-1149 (Reserved)		

Section 2 Repayment Corrections

1150	Canceling Repayments.....	11-51
1151	Delete Transaction Screen.....	11-52
1152	Re-Entering Canceled Repayments	11-54

Exhibits

1	Reports, Forms, Abbreviations, and Redelegations of Authority
2	Definitions of Terms Used in This Handbook
3	Menu and Screen Index
4, 5	(Reserved)
6	Associated County Business Partners
7-9	(Reserved)
10	CLPS Loan Making Statuses
11	Example of CCC-677 After Loan Approval
12	Example of CCC-678 After Loan Approval
13-19	(Reserved)
20	Example of Canceled CCC-677

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			Loan Type: FARM			
Contact: IM Farmer						
Loan Amount						
Available Quantity:			15,472 BU			
Requested Quantity:			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	
					Loan Amount: \$47,728.00	
State Assessment:			\$190.91	Override(\$): <input type="text"/>		
Reason:			<Select Reason> ▼			
Service Fee:			\$48.00	Override(\$): <input type="text"/>		
Reason:			<Select Reason> ▼			
			<input type="button" value="Save & Continue"/> <input type="button" value="Back"/> <input type="button" value="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
Disbursement 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
- 2nd 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.

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 nd 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	

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	<p>The date the County Office received all 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>Note: The date cannot be a future date and must be on or before the COC determination date.</p> <p>Enter date by either of the following:</p> <ul style="list-style-type: none"> entering the date in the “mm/dd/yyyy” format clicking the “Calendar” icon.
Debt	
Are you or any co-applicant delinquent on any Federal nontax debt?	<p>Producer self-certification statement from CCC-677 or CCC-678.</p> <p>When the producer is delinquent on a Federal nontax debt, see 8-LP before approving the loan.</p> <p>Select either of the following:</p> <ul style="list-style-type: none"> “Yes” if a delinquent Federal nontax debt exists for the producer “No” when the producer does not have any Federal nontax debt.
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	<p>The date the signed Note and Security Agreement is submitted to the County Office.</p> <p>Enter date by either of the following:</p> <ul style="list-style-type: none"> 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.

Confirmation	
Status: Disbursed	Producer Type: PRODUCER
State: NEBRASKA	County: CHASE
Loan Number: 60002	Crop Year: 2016
Commodity: WHEAT - HRW	Loan Type: FARM
Contact: IM FARMER	
<hr/> <div>  <ul style="list-style-type: none"> • Loan submitted successfully </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” 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.

Producer Information			
Status:		Producer Type:	PRODUCER
State:	IOWA (19)	County:	ADAIR (001)
Loan Number:		Crop Year:	2023
Commodity:		Loan Type:	
Contact:			
<div>  <ul style="list-style-type: none"> • Producer, Any is listed as deceased. An Heir of the deceased producer is required. • A deceased producer may not be the primary contact. </div>			
Loan Type <div> <input checked="" type="radio"/> New Loan <input type="radio"/> Repledged Loan Original Loan Number: <input type="text"/> </div>			
*Loan Application Date: <input type="text" value="08/15/2023"/> 			
Producer	Share (%)	Primary Contact	Action
Producer, Any (DECEASED)			Delete Add Heir
<input type="button" value="Add Producer"/>			
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>			

--*

*--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. Note: 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 <input checked="" type="radio"/> New Loan <input type="radio"/> Repledged Loan Original Loan Number: <input type="text"/>			
*Loan Application Date: <input type="text" value="08/15/2023"/>			
Producer	Share (%)	Primary Contact	Action
Producer, Any (DECEASED)			Delete Add Heir
IMA Farmer (HEIR)	<input type="text" value=".00"/>	<input checked="" type="radio"/>	Delete
<input type="button" value="Add Producer"/>			
<input type="button" value="Continue"/> <input type="button" value="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. Note: 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. Note: The heir’s percentage is the same as what the deceased producer would have received. Example: 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. Note: 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. Note: 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.

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 selection fields: "State" (set to Texas - 48), "County" (set to All -), "Commodity" (set to Select a commodity), and "Crop Year" (set to 2005). Each field is a dropdown menu. At the bottom of the selection area is a "Submit" button.

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.

Request Receipts

State : Texas - 48

Commodity : Peanuts - RUN

Producer Name:

Warehouse Code:

Payment Type: ☒ Loan using EWR ☐ LDP using EWR

County : Medina - 325

Crop Year : 2016

Enter Receipt Numbers

12345	12346	12347	12348	12349	12350

If you need to enter additional receipts, select "Add More Receipts" below. If not select "Submit"

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.

Commodity Information	
Status:	Producer Type: PRODUCER
State: TENNESSEE	County: CARROLL
Loan Number:	Crop Year: 2016
Commodity:	Loan Type:
Contact: IM Farmer	
Loan Type	
*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	
Commodity	
*Commodity: UPLAND *Class/Variety/Type: Upland Unit of Measure: LB	
Warehouse	
*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	
File Sequence	
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 (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
Loan Type	
Storage	CLICK “Warehouse”.
Funding Type	CLICK “Non-recourse”. Note: CLPS will not allow a cotton recourse loan to be processed.
Commodity	
Commodity	Using the “Commodity” drop-down menu, select either of the following: <ul style="list-style-type: none"> • “Upland” • “ELS”. Note: 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: <ul style="list-style-type: none"> • “Upland” • “ELS”. Note: The drop-down menu options are based on the producer’s RQMS record.
Unit of Measure	Displays the unit of measure for the commodity.
Warehouse	
Preparation Code	Preparation code indicates who prepared the documents required for the loan. Using the “Preparation Code” drop-down menu, select 1 of the following: <ul style="list-style-type: none"> • “1E - Prepared in County Office” • “3E - Prepared by Loan Clerk” • “4E - Prepared and Disbursed by Loan Clerk”.
COPS File Sequence	*--Enter the file sequence number that was uploaded in COPS.--*
Retrieve File Sequence	CLICK “Retrieve File Sequence”.
Warehouse Code	Displays the warehouse code.
State	Displays the State location of the warehouse.
County	Displays the county location of the warehouse.

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.

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

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. Note: 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. Note: 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. Note: 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 Receipt No.	Displays the seal/bin/lot number for a farm-stored loan. 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 Gain	Displays the total net market 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											
Repayment Date: 12/30/2016 Maturity Date: 03/01/2017 Quantity Remaining: 29,000 BU Quantity Liquidated: 1,000 BU Principal Remaining: \$88,160.00 Principal Liquidated: \$3,040.00 Interest Amount: \$21.79 Total Due: \$3,061.79											
Add Remittance											
*Payment Method: <Select Payment method> ▼ *Remittance Number: <input type="text"/> *Remittance Amount: <input type="text"/> *Repayment Amount: <input type="text"/> *Remitter Name: <input type="button" value="Select Remitter from SCIMS"/> <input type="button" value="Add"/> <input type="button" value="Clear"/>											
Remittances											
<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											
Total Due: \$3,061.79 Total Remitted: \$0.00											
*State: NEBRASKA ▼ *Office: <Select Office> ▼											
<input type="button" value="Continue"/> <input type="button" value="Back"/> <input type="button" value="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.

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

CCR Schedule			
Status:	Disbursed		
State:	GEORGIA		
County:	BURKE		
Loan Number:	20034	Crop Year:	2015
Commodity:	UP - UP	Loan Type:	WAREHOUSE
Contact:	COTTON FARMER		
<hr/>			
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	
<div> <input type="button" value="Continue"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/> </div>			

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.

803 Forfeiture Summary Screen (Continued)

B Example of Forfeiture Summary Screen

The following is an example of the Forfeiture Summary Screen.

Forfeiture Summary														
Loan Status: Disbursed		Producer Type: PRODUCER												
State: TEXAS		County: HILL												
Loan Number: 10016		Crop Year: 2022												
Commodity: CORN - YC		Loan Type: WAREHOUSE												
Contact: PRODUCER, ANY1														
Forfeiture Status: Pending 2nd Party Review														
Maturity Date: 10/24/2022														
Forfeiture Details Acquisition Date: 10/25/2022 Subclass:														
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th>Receipt</th> <th>Net Quantity</th> <th>Details Entered</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">12345</td> <td style="text-align: center;">1,000.00 BU</td> <td style="text-align: center;">Yes</td> </tr> </tbody> </table>					Receipt	Net Quantity	Details Entered	12345	1,000.00 BU	Yes				
Receipt	Net Quantity	Details Entered												
12345	1,000.00 BU	Yes												
				<input type="button" value="Edit"/>										
Forfeited Loan Value Loan Quantity: 1,000.00 BU Forfeited Quantity: 1,000.00 BU														
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #0056b3; color: white;"> <th>Receipt</th> <th>Forfeiture Quantity</th> <th>Forfeiture Rate</th> <th>Rate Adjustment</th> <th>Forfeiture Value</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">12345</td> <td style="text-align: center;">1,000.00 BU</td> <td style="text-align: center;">\$2.360000</td> <td style="text-align: center;">(\$0.03)</td> <td style="text-align: center;">\$2,360.00</td> </tr> </tbody> </table>					Receipt	Forfeiture Quantity	Forfeiture Rate	Rate Adjustment	Forfeiture Value	12345	1,000.00 BU	\$2.360000	(\$0.03)	\$2,360.00
Receipt	Forfeiture Quantity	Forfeiture Rate	Rate Adjustment	Forfeiture Value										
12345	1,000.00 BU	\$2.360000	(\$0.03)	\$2,360.00										
Principal Remaining: \$2,390.00 Forfeited Loan Value: \$2,360.00 Total Credits: \$0.00 Total Charges: \$0.00 Amount Due CCC: \$30.00 Interest Due CCC: \$0.30 Forgiven Interest: \$23.47														
2nd Party Review <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div> *Review Date: <input style="width: 150px;" type="text"/> </div> <div> <input style="width: 30px; height: 15px;" type="button"/> </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 5px;"> <div> Reviewer: <input style="width: 150px;" type="text"/> </div> <div> <input style="width: 30px; height: 15px;" type="button"/> </div> </div> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Submit"/> </div>														
Certification and Approval <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div> Forfeiture Completion Date: <input style="width: 150px;" type="text"/> </div> <div> <input style="width: 30px; height: 15px;" type="button"/> </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 5px;"> <div> COC Date: <input style="width: 150px;" type="text"/> </div> <div> <input style="width: 30px; height: 15px;" type="button"/> </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 5px;"> <div> *For CCC By: <input style="width: 150px;" type="text"/> </div> <div> <input style="width: 30px; height: 15px;" type="button"/> </div> </div> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Approve"/> </div>														
<input type="button" value="Print Forfeiture Summary"/> <input style="margin-left: 20px;" type="button" value="Cancel"/>														

803 Forfeiture Summary Screen (Continued)***--C 2nd Party Review Section--***

CLPS requires a 2nd 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 2nd 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.

Loan Forfeiture Confirmation	
Loan Status: Forfeited	Producer Type: PRODUCER
State: KANSAS	County: BARBER
Loan Number: 1	Crop Year: 2016
Commodity: WHEAT - HRW	Loan Type: WAREHOUSE
Contact: IM Farmer	
Forfeiture Status: Complete	

 • Loan Forfeiture successful

Forgiven Interest: \$1,024.62

Forfeited Quantity: 30,000.00 BU

Total Forfeited Amount: \$60,000.00

1
2
3

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.

Loan Servicing	
Status: Disbursed	Producer Type: PRODUCER
State: KANSAS	County: WYANDOTTE
Loan Number: 10005	Crop Year: 2022
Commodity: PNUT / RUN	Loan Type: WAREHOUSE
Contact: FISHER, INT-TEST02	
<hr/> Review Date _____ Date Documents Received: 07/01/2022	
<hr/> Loan Detail _____	
Disbursement Date: 07/01/2022 Maturity Date: 11/01/2022 Interest Rate: 3.3750% Quantity Remaining: 10.00 TON Principal Remaining: \$4,706.20	
*Select an action to perform: <input type="text" value="Forfeiture"/> <input type="button" value="Go"/>	
<input type="button" value="Print Summary"/>	

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



• 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 type="text" value="0"/>
State - County: TX COCHRAN				
2	\$1.98	10,000 BU	\$19,800.00	<input type="text" value="0"/>
State - County: TX COCHRAN				
3	\$1.98	10,000 BU	\$19,800.00	<input type="text" value="0"/>
State - County: TX COCHRAN				
4	\$1.98	5,000 BU	\$9,900.00	<input type="text" value="0"/>
State - County: TX COCHRAN				
5	\$1.98	5,000 BU	\$9,900.00	<input type="text" value="0"/>
State - County: TX COCHRAN				
6	\$1.98	10,000 BU	\$19,800.00	<input type="text" value="0"/>
State - County: TX COCHRAN				
7	\$1.98	5,000 BU	\$9,900.00	<input type="text" value="0"/>
State - County: TX COCHRAN				

Total Quantity Allocated to Transfer: 0 BU

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. Note: 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 Allocated to Transfer	Displays the total quantity that is being transferred.
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.

*--

Loan Type	
*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
Commodity	
*Commodity:	Wheat <input type="button" value="v"/>
Class/Variety/Type:	Durum <input type="button" value="v"/>
*Subclass:	Durum <input type="button" value="v"/>
Unit of Measure:	BU
Warehouse	
Warehouse Search Option:	<Select Search Option> <input type="button" value="v"/>
Enter Search Criteria:	<input type="text"/>
	<input type="button" value="Search Warehouses"/>
*Warehouse Name:	<Location Name> <input type="button" value="v"/>
Warehouse State:	<input type="text"/>
Warehouse County:	<input type="text"/>
Conditions	
*Structure:	<input checked="" type="radio"/> Measurable <input type="radio"/> Non-measurable
Condition:	None <input type="button" value="v"/>
<input type="button" value="Continue"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/>	

--*

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.
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 Options	Available search options for selecting a warehouse. Using the drop-down menu, select 1 of the following options: <ul style="list-style-type: none"> • “Search by Warehouse Code” • “Search by Warehouse Name” • “Search Favorites”.
Enter Search Criteria	Freeform field to enter applicable warehouse search criteria. Enter either of the following: <ul style="list-style-type: none"> • warehouse code • warehouse name. <p>Note: Ensure that no PII data is entered into freeform fields.</p>
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	<p>CLICK “Add”.</p> <p>Adds warehouse receipt information to the loan. The warehouse information will be displayed on the “Add Receipts” tab of the screen.</p> <p>Note: User can add multiple receipts.</p>
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 Calculation			
Status: Draft		Producer Type: PRODUCER	
State: TEXAS		County: COCHRAN	
Loan Number: 10038		Crop Year: 2017	
Commodity: BRLY - BRL		Loan Type: WAREHOUSE	
Contact: IM FARMER			
Loan Amount			
Requested 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(\$): <input type="text"/>
Reason: <input type="text" value="Select Reason"/>			
<input type="button" value="Save & Continue"/>		<input type="button" value="Back"/>	<input type="button" value="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.

Service Fee Payment

Status: Draft
State: TEXAS
Loan Number: 10038
Commodity: BRLY - BRL
Contact: IM FARMER

Producer Type: PRODUCER
County: COCHRAN
Crop Year: 2017
Loan Type: WAREHOUSE

Add Payment

Amount Due: \$45.00

*Payment Date: 08/06/2018

*Payment Method: Personal Check

*Check Number: 1234

*Payment Amount: 45.00

*Payee Name: IM FARMER

Select Payee from SCIMS

*State/Office:
TEXAS / COCHRAN COUNTY FARM SERVICE AGENCY

Save & Continue

Back

Cancel

906 Service Fee Payment Screen (Continued)

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 received in the County Office. Enter the date by either of the following: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> “Personal Check” “Cashier Check” “Money Order” “Multi-Party Check” “Cash & Coin”. <p>Note: See 64-FI for additional information on remittance types.</p>
Check Number	Enter the check number.
Payment Amount	Enter the payment amount.
Payee Name	*--Displays the name of the person issuing the payment. Note: Automatically populated based on the name selected from SCIMS.
Select Payee from SCIMS	CLICK “Select Payee from SCIMS” and select the remitter from SCIMS. Note: The remitter is the name on the check.
State/Office	Displays the State and County Office where the payment was physically received.
Save & Continue	CLICK “Save & Continue” to proceed to the next screen.
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 2nd 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 2nd 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 2nd 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.

Marketing Authorization - Farm To Warehouse Transfer

Loan Status: Disbursed
State: TEXAS
Loan Number: 10001
Commodity: CORN - YC
Contact: PRODUCER, ANY1
Market Authorization Status: Draft

Producer Type: PRODUCER
County: HILL
Crop Year: 2022
Loan Type: FARM

Marketing Authorization Details

***Search Option:** Search by Warehouse Name ▼

***Enter Search Criteria:** ABC WAREHOUSE

Search for Warehouse

***Warehouse Name:** ABC WAREHOUSE ▼

Warehouse Address: 123 MAIN STREET

Warehouse City: ELM CREEK

Warehouse State: NE **Zip:** 68836-0606

Warehouse Phone: 202-555-1234

Seal/Bin/Lot	Outstanding Quantity	Quantity to Transfer
1	1,000 BU	<div style="border: 1px solid #ccc; width: 60px; height: 20px; display: flex; align-items: center; justify-content: center;"> 0 </div>
2	1,000 BU	<div style="border: 1px solid #ccc; width: 60px; height: 20px; display: flex; align-items: center; justify-content: center;"> 0 </div>

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: <ul style="list-style-type: none"> • “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: <ul style="list-style-type: none"> • warehouse code • warehouse name. <p>Notes: The “Search Option” field must have a selection before a warehouse code or name can be entered.</p> <p>Do not enter any PII data.</p>
Search for Warehouse	CLICK “Search for Warehouse”.
Warehouse Name	Using the drop-down menu, select the warehouse where the commodity is being transferred.
Warehouse Address	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 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.

Add Storage Designation Details

***Current Bin/Seal/Lot:**

Current Quantity: 0 BU

***New Seal Number:**

***New Location:**

Additional Storage Designations

Current Seal Number	Current Quantity	New Seal Number	Description
---------------------	------------------	-----------------	-------------

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. Note: The new seal number cannot exceed 5 characters.
New Location	Enter a description of the new storage location. Example: “Bin 4 located behind equipment shed”. Note: The new location cannot exceed 29 characters and cannot 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.

*--

--*

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 Received	Displays the date the request was submitted to move the loan collateral.
Maturity Date	Displays the maturity date.
Expiration Date	Select either of the following options: <ul style="list-style-type: none"> • “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 Assessment or Promotion Fee	Displays the quantity where assessments or promotion fees were calculated and paid.
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 warehouse?	Select the applicable radio button: <ul style="list-style-type: none"> • if “Yes” is selected, select the warehouse from LPAS • *--if “No” is selected, CLICK “Search for Buyer” to select--* the buyer from SCIMS. 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: <ul style="list-style-type: none"> • “Search by Warehouse Code” • “Search by Warehouse Name” • “Search Favorites”.
Search Criteria	Enter either of the following: <ul style="list-style-type: none"> • warehouse code • warehouse name. Note: 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 / City / State / Zip	Displays the selected buyer’s address, city, State, and ZIP Code.

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

C Field Descriptions and Actions (Continued)

Field/Button	Description/Action
Select Delivery Address	
Is the delivery location the same as the Buyer's address?	<p>Select the applicable radio button:</p> <ul style="list-style-type: none"> 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. <p>*--Select "Yes" or "No" to "Is the delivery location an approved warehouse":</p> <ul style="list-style-type: none"> 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	<p>This is an optional freeform field to enter any additional remarks.</p> <p>Note: Do not include any PII * * *.</p>
Save & Exit	CLICK "Save & Exit" to save the progress and return to the Loan Servicing Screen.
Save & Continue	<p>CLICK "Save & Continue" to proceed to the Marketing Authorization Summary Screen.</p> <p>Follow paragraph 1005 to complete the marketing authorization.</p>
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	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: Pending Producer Signature	

Marketing Authorization Summary

Marketing Authorization Type: Delivery of loan Collateral for Sale
Authorized Quantity: 750 BU
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

1005 Marketing Authorization Summary Screen (Continued)**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 Authorization Type	Displays the requested marketing 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:--* <ul style="list-style-type: none"> entering the date in the "mm/dd/yyyy" format clicking the "Calendar" icon.
Approved / Disapproved	Select either of the following: <ul style="list-style-type: none"> "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	Producer Type: PRODUCER
State: TEXAS	County: HILL
Loan Number: 10003	Crop Year: 2022
Commodity: CORN - YC	Loan Type: FARM
Contact: PRODUCER, ANY1	
Market	
Authorization	
Status: Approved	
<hr/>	
Extend Expiration Date	
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	
<input type="button" value="Save & Submit"/> <input type="button" value="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	
<hr/> <ul style="list-style-type: none"> • Expiration Date successfully extended 	
<div> <input type="button" value="Continue"/> <input type="button" value="Generate CCC-681"/> </div>	

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.

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 button labeled "Submit".

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.

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 (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.

Loan Cancellation Confirmation	
Status: Canceled	Producer Type: PRODUCER
State: NEBRASKA	County: CHASE
Loan Number: 10036	Crop Year: 2016
Commodity: WHEAT - HRW	Loan Type: WAREHOUSE
Contact: IM Farmer	
 • Loan canceled successfully.	
Cancellation Reason: CORRECTION	
<input type="button" value="Print CCC-678"/> <input type="button" value="Continue"/>	

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)

Section 2 Repayment Corrections

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.

Loan Servicing			
Status: Disbursed	Producer Type: PRODUCER		
State: NEBRASKA	County: CHASE		
Loan Number: 10001	Crop Year: 2016		
Commodity: WHEAT - HWW	Loan Type: FARM		
Contact: IM Farmer			
<hr/>			
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			
<input type="button" value="Repayment"/> <input type="button" value="Cancel Loan"/> <input type="button" value="Print Summary"/> <input type="button" value="Accelerate"/>			
<hr/>			
Transactions			
<input type="button" value="Delete Selected Transaction"/>			
Date	Transaction Type	Status	Actions
<input checked="" type="checkbox"/> 11/01/2016	Repayment	Complete	Amount: \$28,100.00 Summary Principal: \$30,400.00 Interest: \$0.00 CCC-500M Net Market Gain: \$2,300.00
<input type="button" value="Delete Selected Transaction"/>			
<input type="button" value="Exit"/>			

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.

Delete Transaction			
Status: Disbursed	Producer Type: PRODUCER		
State: NEBRASKA	County: CHASE		
Loan Number: 10001	Crop Year: 2016		
Commodity: WHEAT - HWW	Loan Type: FARM		
Contact: IM Farmer			
Transaction			
Date	Transaction Type	Status	
11/01/2016	Repayment	Complete	Amount: \$28,100.00
	Principal: \$30,400.00	Interest: \$0.00	
	Net Market Gain: \$2,300.00		
*Cancellation Reason: <Select Cancellation Reason> ▼			
Delete Transaction		Exit	

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.

Delete Transaction Confirmation			
Status:	Disbursed	Producer Type:	PRODUCER
State:	NEBRASKA	County:	CHASE
Loan Number:	10001	Crop Year:	2016
Commodity:	WHEAT - HWW	Loan Type:	FARM
Contact:	IM Farmer		
<div>  <ul style="list-style-type: none"> • Transaction Deleted successfully. </div>			
Date	Transaction Type	Status	
11/01/2016	Repayment	Canceled	Amount: \$28,100.00
	Principal:	\$30,400.00	Interest: \$0.00
		Net Market Gain:	\$2,300.00
Cancellation Reason: CORRECTION			
<input type="button" value="Continue"/>			

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.