

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

CCC Automated Cotton Loan Reporting for
CMA's and LSA's
21-CN (Revision 3)

Amendment 14

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 22 B has been amended to update e-mail addresses.

Subparagraph 66 F has been amended to update instruction for transferring text.

Subparagraph 67 A has been amended to update the data requirements to add Fields 60 and 62 for "U" transactions.

Subparagraph 92 A has been amended to update instructions for completing Field 5 with zeros.

Subparagraph 93 A has been amended to update instructions for completing Field 6 with spaces.

Subparagraph 147 B and 149 A have been amended to include the "U" transaction code.

Subparagraph 184 A has been amended to remove the reference to using Field 6.

Subparagraph 216 A has been amended to update data requirements for CCC-719 trailer records.

Part 4, Section 11 has been amended to:

- include "N" transactions in IRS trailer records
- provide reporting requirements for storage forgiven beginning with calendar year 2008.

Page Control Chart		
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Part 2 General CMA CCC Loan and LDP Activities**21 General CMA Activities****A Introduction**

CMA's participate in CCC's loan and LDP program for their members.

B CMA Activities

CMA's:

- are responsible for verifying, through FSA, the eligibility of their members and their members' farms to participate in loan and LDP programs before CMA receives a loan or LDP benefit
- may submit bills, according to paragraph 35, to CCC for expenses related to specific costs incurred in CCC loan R/O's
- pay research and promotion fees to the Cotton Board for their members
- may forfeit loan collateral
- may apply for and receive:
 - loan advances
 - LDP's
 - R/O charges
- repay amounts owed CCC for:
 - redeeming loans with cash or CCC-6's
 - errors in document submissions
 - cotton found to be ineligible for loan
 - charges associated with loan forfeiture
 - excess benefits received for their members.

22 CMA or LSA Requests for Exceptions to Policy and Procedures

A Background

To be consistent with other MAL and LDP delivery systems for other commodities, CMA's and LSA's shall request waivers for exceptions to established policy and program procedures. Situations that require a request for waiver include, but are not limited to, requests for:

- exceptions to cotton MAL and LDP policy in 7-CN
- exceptions to ACRS processing procedures in 21-CN
- exceptions to CMA policies in 1-CMA
- exceptions to LSA policy and procedures in 22-CN
- waiver of liquidated damages
- situations requiring manual processing for an ACRS transaction
- exceptions to established duplicate benefit policy.

B CMA and LSA Action

All requests for waivers shall be submitted in writing. CMA's and LSA's shall:

- submit requests by memorandum to PSD providing the following information as applicable:
 - explanation of why the request for waiver is being submitted
 - the exact request
 - specific reasons why the particular erroneous transaction occurred
 - MAL or LDP numbers, disbursement dates, and EWR numbers
 - CMA codes or producer names and identifying numbers
- provide supporting documentation as applicable
- e-mail memorandum to the following:
 - * * *
 - **Chris.Kyer@wdc.usda.gov**
 - ***--Shanita.Hines@wdc.usda.gov**
 - **Janet.Delancey@kcc.usda.gov--***
 - **Fred.Gustafson@kcc.usda.gov.**

66 Electronic Communications Requirements (Continued)

E Password Change Instructions

Follow instructions in the following table to create and change passwords:

- upon initialization of service with temporary password
- before user password expiration
- when prompted on screen after expiration.

Password Change Instructions											
Select the appropriate option below.											
Option 1: Using FTP	<ul style="list-style-type: none"> • *--Initiate an FTP session with NITC. At this time, 165.221.4.12 is the actual TCP/IP address for an FTP session, subject to change at any time. Additional address sites are 165.221.4.22 and 165.221.4.32.--* • It is recommended that command-line FTP be used to change the password rather than a Graphical User Interface FTP package. For example, from Windows 95 under START, PROGRAMS, MS-DOS Prompt, enter the following. 										
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%; text-align: center;">Screen Prompt</th> <th style="width: 50%; text-align: center;">User Entry</th> </tr> </thead> <tbody> <tr> <td>C:\WINDOWS></td> <td>FTP</td> </tr> <tr> <td>FTP></td> <td>OPEN FTP.NITC.USDA.GOV</td> </tr> <tr> <td>User (ftp.nitc.usda.gov:(none):)</td> <td>user's NITC user ID</td> </tr> <tr> <td>--or-- PASSWORD:</td> <td><i>old password/new password/new password</i></td> </tr> </tbody> </table>	Screen Prompt	User Entry	C:\WINDOWS>	FTP	FTP>	OPEN FTP.NITC.USDA.GOV	User (ftp.nitc.usda.gov:(none):)	user's NITC user ID	--or-- PASSWORD:	<i>old password/new password/new password</i>
Screen Prompt	User Entry										
C:\WINDOWS>	FTP										
FTP>	OPEN FTP.NITC.USDA.GOV										
User (ftp.nitc.usda.gov:(none):)	user's NITC user ID										
--or-- PASSWORD:	<i>old password/new password/new password</i>										
Option 2: Using Telnet	<ul style="list-style-type: none"> • Initiate a Telnet session with NITC, using the address TELE.NITC.USDA.GOV (at this time, 165.221.4.2 is the actual TCP/IP address for Telnet, subject to change at any time). • TAB between entries below. 										
	<table border="1" style="width: 100%;"> <tbody> <tr> <td style="width: 50%;">USERID</td> <td style="width: 50%;">user's NITC user ID</td> </tr> <tr> <td>PASSWORD</td> <td><i>temporary or old password</i></td> </tr> <tr> <td>NEW PASSWORD</td> <td><i>new password</i></td> </tr> <tr> <td>NEW PASSWORD</td> <td><i>new password (PRESS "Enter")</i></td> </tr> </tbody> </table>	USERID	user's NITC user ID	PASSWORD	<i>temporary or old password</i>	NEW PASSWORD	<i>new password</i>	NEW PASSWORD	<i>new password (PRESS "Enter")</i>		
USERID	user's NITC user ID										
PASSWORD	<i>temporary or old password</i>										
NEW PASSWORD	<i>new password</i>										
NEW PASSWORD	<i>new password (PRESS "Enter")</i>										

66 Electronic Communications Requirements (Continued)

F FTP Connection Instructions

The following table provides instructions for starting an FTP session with the ACRS FTP server.

Step	Action
1	Initiate an FTP session with the ACRS FTP server using 1 of the IP addresses in subparagraph E. Note: Either an ISDN or Remote Access Service connection may be used.
2	ENTER "OPEN 206.122.115.70".
3	ENTER "USER (Local FTP server user name)".
4	ENTER "PASS (Local FTP server password)".
5	*--If using PKZIP, ENTER "BINARY".--* * * * * *
6	Upload or download fields as applicable.

G NITC Filename Standards

Each entity using NITC is assigned a range of filenames to use in transferring data. There are 2 different formats of the filename, relative and absolute, distinguished by the final sequence number. This sequence number serves as a file identifier, allowing the same filename to be used repeatedly for the same purpose at different times. Multiple usage of a filename using the identifier, creates GDG.

Relative Format Filename Example:

x.AC.tttnnnnn.abrecordid(s#).

Absolute Format Filename Example:

.AC.tttnnnnn.abrecordid.GxxxxV00.

67 Record Descriptor

A Data Requirements

The following table provides a summary of data requirements for fields recorded on ACRS.

Field	Name	Position	Size	Type	Format	Transaction Code														
						A	C	T	N	R	F	I	U	D	UD					
[1]	CMA or LSA Code	1	6	N	9(06)	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
2	ACOF's State Code	7	2	N	9(02)	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
3	ACOF's County Code	9	3	N	9(03)	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
4	Farm ID Number	12	7	N	9(07)	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
5	Producer ID	19	9	N	9(09)	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
6	Transmission Number	28	3	N	9(03)	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
7	Correction Indicator	31	1	A	X	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
8	Transaction Code	32	1	A	X	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
9	Batch Sequence Number	33	4	N	9(04)	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
[10]	Crop Year	37	2	N	9(02)	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
[11]	Commodity Code	39	1	A	X	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
[12]	Loan/LDP Number	40	5	N	9(05)	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
[13]	Current Warehouse	45	6	N	9(06)	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
[14]	Warehouse Receipt Number	51	7	N	9(07)	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
15	Warehouse Receipt Code	58	1	A	X	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
[16]	Gin Code	59	5	N	9(05)	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
[17]	Gin Tag Number	64	7	N	9(07)	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
18-19	Reserved	71	16		Spaces															
[20]	Net Bale Weight	87	3	N	9(03)	•	•		•	•								•		
21	Tare Weight	90	2	N	9(02)	•						•								
22	*--Reserved	92	2	N	9(02)															
23	Reserved	94	2	N	9(02)															
24	Reserved	96	2	N	9(02)															
25	Reserved	98	3	N	9(03)															
26	Reserved	101	1	N	9															
27	Reserved	102	2	N	9(02)															
28	Reserved--*	104	2	N	9(02)															
29	Module Number	106	10	X	9(10)														•	•
	Reserved	116	1		Space															
30	Storage Start Date	117	6	N	MMDDYY	•	•		•	•	•			•			•			
31	Advance/LDP Date	123	6	N	MMDDYY	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
32	Document Received/Gin Date	129	6	N	MMDDYY	•	•	•	•					•			•		•	•
33	Redemption/Forfeiture Date	135	6	N	MMDDYY		•	•	•			•	•	•						
34	Storage Stop Date	141	6	N	MMDDYY		•		•									•		
35	Unqualified Redemption/Forfeiture Date	147	6	N	MMDDYY													•		•
36	R/O Date	153	6	N	MMDDYY		•			•								•		
37	Correction Date	159	6	N	MMDDYY	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
38-39	Reserved	165	12		Spaces															
40	Adjusted Loan Rate	177	5	N	S9(03)V99	•	•	•	•								•			
41	Loan Principal	182	5	N	S9(03)V99	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
42-47	Reserved	187	25		Spaces															

Note: [#] designates a key field. See subparagraph B.

67 Record Descriptor (Continued)

A Data Requirements (Continued)

Field	Name	Position	Size	Type	Format	Transaction Code									
						A	C	T	N	R	F	I	U	D	UD
48	R/O Charge	212	4	N	S9(02)V99		•	•	•	•	•	•	•		
49	Compression Charge	216	4	N	S9(02)V99		•	•	•	•	•	•	•		
50-53	Reserved	220	18		Spaces										
54	Outstanding Loan Principal	238	5	N	S9(03)V99	•	•	•	•	•	•	•	•		
55	Loan Interest Rate	243	5	N	S9(02)V999		•	•	•			•	•		•
56	Principal + Interest	248	5	N	S9(03)V99		•	•	•			•	•		
57	Allowable CCA	253	4	N	V9(04)		•		•				•	•	
58	Reserved	257	4		Spaces										
59	AWP Bale Value	261	5	N	S9(03)V99		•		•				•	•	•
60	Storage Forgiven	266	4	N	S9(02)V99		•		•				*--•		
61	Other Charges Forgiven	270	4	N	S9(02)V99		•		•						
62	Interest Forgiven	274	4	N	S9(02)V99		•		•				•--*		
63-64	Reserved	278	7		Spaces										
65	Principal Forgiven	285	5	N	S9(03)V99		•		•						
66	Reserved	290	3	N	Spaces										
67	Denied Benefits	293	5	N	S9(03)V99		•						•	•	•
68	Reserved	298	3		Spaces										
69	Net Market Gain	301	5	N	S9(03)V99		•		•				•	•	•
70	Interest Collected	306	4	N	S9(02)V99		•	•	•			•	•		
71	Reserved	310	4	N	9(04)										
72	Interest Penalty	314	4	N	S9(02)V99								•		•
73	Reserved	318	4		Spaces										
74	Net Repayment/Liquidation Amount	322	5	N	S9(03)V99		•	•	•			•	•		•
75	LDP	327	5	N	S9(03)V99								•	•	•
76	Reserved	332	4	N	9(04)										
77	Liquidated Damages	336	4	N	S9(02)V99							•	•		•
78	Net Correction Amount	340	5	N	S9(03)V99	√	√	√	√	√	√	√	•	√	•
79-83	Reserved	345	20		Spaces										
84	Prior Warehouse Code	365	6	N	9(06)					•					
85	Prior Warehouse Receipt Number	371	7	N	9(07)					•					
86	New Bale Weight	378	3	N	9(03)					•					
87-90	Reserved	381	16		Spaces										
91	CCC-709 Flag	397	2	N	9(02)									•	
92	Compression Code	399	2	A	XX	•				•	•				
93	“U” Transaction Indicator	401	1	A	X								•		•
94	Reserved	402	1		Spaces										
95	Reserved	403	2	N	9(02)										
96	Reserved	405	3	N	9(03)										
97	Transmission Number	408	5	N	9(05)	•	•	•	•	•	•	•	•	•	•
98-99	Reserved	413	38		Spaces										

92 Field 5, Producer ID

A Completion Instructions

The following table provides instructions and information on completing Field 5.

Contents	ID number of the principal producer of the cotton.	
	Definition of Principal Producer:	<u>Principal producer</u> is the producer who receives the largest share of the proceeds from the bale of cotton, or any 1 of the producers who all receive equal shares of the proceeds from the bale of cotton.
Action	*--Enter zeros.--*	
	***	***
Rules		

93 Field 6, Transmission Number

A Completion Instructions

The following table provides instructions and information on completing Field 6.

Contents	Identification number assigned by CMA or LSA to a single transmission.
Action	*--Enter spaces.
Rules	Use Field 97 for transmission number.--*

94 Field 7, Correction Indicator

A Completion Instructions

The following table provides instructions and information on how to complete Field 7.

Contents	Identifies a correction to a prior record.	
Action	IF the record is...	THEN...
	a correction	ENTER "X".
	other than a correction	enter a space.
Rules	<ul style="list-style-type: none"> • Use with the original transaction code to report a correction. • Only bales which previously contained errors are reported. • All fields reported on the original transaction must be on the correction record. • When payment differences occur because of the correction, * * * the correction difference is recorded in Field 78. • Corrections are included in regular transmissions and not reported separately. 	

147 Field 60, Storage Forgiven (Continued)

B Completion Instructions

The following table provides instructions and information on completing Field 60.

Contents	Unpaid accrued storage charges forgiven by CCC for the loan period when the AWP Bale Value [59] is less than acquisition value.		
Action	Step 1	Action	
		IF the Commodity Code [11] is...	AND the Transaction Code [8] is...
		"U"	*--"C", "N", or "U"--*
		other than "C" or "N"	THEN... go to step 2.
	"E"		enter zeros.
	2	IF preliminary forgiven is...	THEN...
	equal to or greater than storage accrued (108.32 > 5.75)	enter the total amount of storage due; all is forgiven.	57E
	less than storage accrued (4.56 < 5.75)	enter the amount of preliminary forgiven.	45F
	Note: See subparagraph C for monthly rate calculations and subparagraph D for daily rate calculations for total accrued storage.		
Rules	<ul style="list-style-type: none"> • Applies only to upland cotton. • Tariff rates are used in calculations. • When the AWP Bale Value [59] is less than Loan Principal [41], all storage is forgiven. • Applies only to storage between the Storage Stop Date [34] and the: <ul style="list-style-type: none"> • Advance/LDP Date [31] for CMA's • Document Received/Gin Date [32] for LSA's. 		

147 Field 60, Storage Forgiven (Continued)

C Storage Calculations, Monthly Rate

The following table provides instructions and information on how to calculate storage accrued on cotton stored in a warehouse charging a monthly storage fee. A loan period may cover more than 1 tariff rate. Calculate and round once per tariff rate.

Note: The following table covers 2 tariff rates.

*--

Step	Action	Example
First Partial Month Calculation		
1	From the earlier of the following: <ul style="list-style-type: none"> • date before rate change, if applicable • end of first loan month • Storage Stop Date [34] minus: <ul style="list-style-type: none"> • for CMA's, Advance/LDP Date [31] • for LSA's, Document Received/Gin Date [32] for LSA's. Add 1 day.	(Oct. 31) 304 (Oct. 10) - 283 ----- 21 + 1 --- 22
2	Divide: <ul style="list-style-type: none"> • number of loan days in the first month (step 1), by • number of days in the month. 	22 ÷ 31 --- 0.709677
3	Round step 2 result to 4 decimal places.	0.7097
Last Partial Month Storage at First Tariff Rate (if applicable)		
4	Divide: <ul style="list-style-type: none"> • last day of storage at first tariff rate (Storage Stop Date [34] if only 1 tariff used), by • the number of days in this month. 	(Jan. 15) 15 ÷ 31 --- 0.4868709
5	Round step 4 result to 4 decimal places.	0.4869

--*

149 Field 62, Interest Forgiven

A Completion Instructions

The following table provides instructions and information on completing Field 62.

Contents	Loan period interest forgiven		
Action	IF the Commodity Code [11] is...	AND the Transaction Code [8] is...	THEN...
	“U”	*--“C”, “N”, or “U”--*	go to subparagraph B.
		other than “C” or “N”	enter zeros.
	“E”		enter zeros.
Rules	<ul style="list-style-type: none"> Applies only to upland cotton. When AWP Bale Value [59] is less than Loan Principal [41], all interest is forgiven. 		

B Calculation

The following table provides instructions on calculating Field 62.

Step	Action	Example	
1	Interest Forgiven equals: <ul style="list-style-type: none"> preliminary forgiven, minus Storage Forgiven [60], minus Other Charges Forgiven [61]. 	110.88 - 5.75 <u>- 0.00</u> 116.63	
2	IF the result of step 1 is...	THEN enter...	
	less than or equal to zero	zero.	
	greater than zero and less than interest due CCC	result of step 1.	
	equal to or greater than interest due CCC	total interest due CCC.	1.52
3	This is a signed field. Enter result of step 2: <ul style="list-style-type: none"> without the decimal point with the appropriate final alpha character. 	15B	

150 Fields 63 and 64, Reserved

A Completion Instructions

The following table provides instructions and information on completing Fields 63 and 64.

Contents	Reserved for future use.
Action	Fill field with spaces, not nulls.
Rules	

151 (Reserved)

181 Field 94, Reserved

A Completion Instructions

The following table provides instructions and information on how to complete Field 94.

Contents	Reserved for future use.	
Action	Fill field with spaces, not nulls.	
Rules		

182 Field 95, Classing Remarks

A Completion Instructions

The following table provides instructions and information on how to complete Field 95.

Contents	Remarks reported by AMS on the bale’s classing record.	
Action	IF the Transaction Code {8} is...	THEN...
	“A”, “C”, “D”, “F”, “I”, “N”, “R”, “T”, “U”, or “UD”	enter zeros.
Rules	COPS receives classing directly from AMS.	

*--183 Field 96, Uniformity

A Complete Instructions

The following table provides instructions and information on how to complete Field 96.

Contents	Uniformity reported by AMS on the bale’s classing record	
Action	If the Transaction Code {8} is...	THEN...
	“A”, “C”, “D”, “F”, “I”, “N”, “R”, “T”, “U”, or “UD”	enter zero.
Rules	COPS receives classing directly from AMS.	

--*

184 Field 97, Transmission Number

A Complete Instructions

The following table provides instructions and information on completing Field 97.

Contents	Identification number assigned by CMA or LSA to a single transmission
Action	Enter the next sequential number.
Rules	<p>Transmission numbers:</p> <ul style="list-style-type: none"> • shall begin with “00001” on June 1 for each crop year • can be sequential or non-sequential within the crop year. <p>Multiple crop years may be reported on a single transmission.</p> <p>Transmission with duplicate numbers will be rejected.</p> <p>A file transmission number cannot be used more than once during the same crop year. The file transmission number for rejected files cannot be reused as in the past.</p> <p>* * *</p> <p>Note: When end of crop year (May 31) falls on a weekend or holiday, contact PSCAO for instructions.</p>

185 Fields 98 and 99, Reserved

A Complete Instructions

The following table provides instruction and information on how to complete Fields 98 through 99.

Contents	Reserved for future use.
Action	Fill field with spaces, not nulls.
Rules	

186-195 (Reserved)

Section 4 (Reserved)

196-215 (Reserved)

Section 5 CCC-719 Trailer Record Requirements

216 CCC-719 Trailer Record Descriptors

A Completion

The following table provides a summary of data requirements for CCC-719 submissions processed by ACRS. The rules in subparagraph 67 B apply.

Field	Name	Position	Size	Type	Format	Transaction Code	
						S	P
1	CMA or LSA Code	1	6	N	9(06)	•	•
2	Transmission Number	7	3	N	*--Spaces--*		
3	Crop Year	10	2	N	9(02)	•	•
4	Transaction Date	12	6	N	MMDDYY	•	•
5	Transaction Code	18	2	A	X(02)	•	•
6	Batch Sequence Number	20	4	N	9(04)	*--•	•--*
7	Number of Records	24	7	N	9(07)		
8	Loan Quantity	31	7	N	S9(07)		
9	Loan Principal	38	11	N	S9(09)V99		
10	Loan Principal-Cash	49	11	N	S9(09)V99		•
11	Loan Principal-Certificate	60	11	N	S9(09)V99		
12	Loan Principal-Forfeiture	71	11	N	S9(09)V99		
13	CCC Payment	82	9	N	S9(07)V99		
14	Charges	91	9	N	S9(07)V99	•	
15	Interest	100	9	N	S9(07)V99		
16	Damages	109	9	N	S9(07)V99		
17	Reserved	118	5	N	zeros		
18	Total Certificate Amount	123	11	N	S9(09)V99		
19	Reserved	134	9	N	zeros		
20	“U” Transaction Indicator	143	1	A	X		
21	Net Correction Amount	144	9	N	S9(07)V99	•	•
22	CCC-719 Trailer Indicator	153	6	A	X(06)	•	•
23	Invoice Number	159	13	N	9(13)	•	
24	*--New Transmission Number	172	5	N	9(05)	•	•
25	Reserved	177	274		Spaces--*		

B Rules

CCC-719 trailers are **not** required in ACRS * * * **except** for “P” and “S” transactions. When submitting CCC-719 trailers for “P” and “S” transactions, a Bale Detail Record is **required** to accompany the CCC-719 trailer. The Bale Detail Record will be processed and ACRS will generate a Transmission Report for valid bales with the authorization code and money amount to be wired. An e-mail is **required** to be sent to Diana Johnson at **diana.johnson@kcc.usda.gov** providing the transmission number, batch number, amount, *--and date banked for “P” and “S” transactions. On an automated “S” transaction, a CCC-719 trailer record is required for each invoice number.--*

217 Field 1, CMA/LSA Code

A Completion Instructions

The following table provides instructions and information on how to complete Field 1.

Contents	Code number assigned to CMA or LSA by CCC.
Action	Enter the individual CMA's or LSA's code number.
Rules	* * *

218 Field 2, Transmission Number

A Completion Instructions

The following table provides instructions and information on how to complete Field 2.

Contents	Identification number assigned by CMA or LSA to a single transmission.
Action	Enter a number.
Rules	<p>* * *</p> <ul style="list-style-type: none"> • Multiple crop years may be reported on a single transmission. • Must match Transmission Number [6] on bale detail record. • *--Numbers restart at 1 with the first submission each crop year. • Continue in unbroken sequence until the first submission in the next crop year.--*

219 Field 3, Crop Year

A Completion Instructions

The following table provides instructions and information on how to complete Field 3.

Contents	Crop year in which the cotton was produced.
Action	Enter the last 2 digits of the crop year of production.
Rules	<p>* * *</p> <p>Must match Crop Year [10] on bale detail record.</p>

Section 11 LSA IRS Trailer Record Requirements

350 IRS Trailer Record(s)

A When Required

LSA's shall submit an IRS trailer record each time a producer:

- *--receives a market gain through a "C", "D", "F", or "N" transaction
- has a change made in a market gain already reported through:
 - a correction to the "C", "D", "F", or "N" transaction
 - repayment of all or part of the market gain by a "U" or "P" transaction
- receives storage forgiven through a "C" or "N" transaction beginning in calendar year 2008.--*

Note: The IRS trailer shall include only valid bales. Therefore, the trailer should be transmitted after receipt of the ACRS Transmission Report, which will indicate any bales that may get rejected from the transmission.

B Record Descriptor

The following provides a summary of data requirements of fields related to the IRS trailer record.

Notes: The electronic rules in paragraph 66 also apply to IRS trailer record submissions.

Fields 9, 10, and 11 are repeated for each producer involved in a loan or LDP.

Up to 14 separate producers can be represented on a single IRS trailer for a given loan or LDP. If more exist, contact KC-ADC/PSCAO/CLG.

Field	Name	Position	Size	Type	Format
1	LSA Code	1	6	N	9(06)
2	Correction Indicator	7	1	A	X
3	Transaction Code	8	1	A	X
4	Batch Sequence Number	9	4	N	9(04)
5	Crop Year	13	2	N	9(02)
6	Loan/LDP Number	15	5	N	9(05)
7	Transaction Date	20	6	N	9(06)
8	Farm Number	26	7	N	9(07)
9	ID Number (producer 1)	33	9	N	9(09)
10	ID Type (producer 1)	42	1	A	X
11	Amount Reported to IRS (producer 1)	43	9	N	S9(07)V99
9	ID Number (producer 2)	52	9	N	9(09)
10	ID Type (producer 2)	61	1	A	X
11	Amount Reported to IRS (producer 2)	62	9	N	S9(07)V99
9	ID Number (producer 14)	280	9	N	9(09)
10	ID Type (producer 14)	289	1	A	X
11	Amount Reported to IRS (producer 14)	290	9	N	S9(07)V99
12	Reserved	299	1		Spaces

350 IRS Trailer Record(s) (Continued)

***--C Record Descriptors for Storage Forgiven**

For calendar year 2008 and subsequent years, LSA’s shall submit a separate IRS trailer record each time a producer receives storage forgiven through a “C” or “N” transaction.

The record descriptor to report storage forgiven will be the same as subparagraph B with the exception of the transaction code, Field 3.

The following transaction type table applies.

Transaction Type	ACRS Transaction Code	Marketing Gain Transaction Code	Storage Forgiven Transaction Code
Cash Market Gain	C	C	
LDP	D	D	
Loan Forfeiture	F	F	
Certificate Market Gain	N	N	
Unqualified Cash Market Gain	U	U	
Unqualified Certificate Market Gain	U	U	
Cash Storage Forgiven	C		W
Certificate Storage Forgiven	N		X
Unqualified Cash Storage Forgiven	U		Y
Unqualified Certificate Storage Forgiven	U		Z

--*

351 Field 1, LSA Code

A Completion Instructions

The following table provides instructions and information on completing Field 1.

Contents	Code number assigned to LSA by CCC.
Action	Enter the individual LSA's code number.
Rules	<p>Must match code reported on:</p> <ul style="list-style-type: none"> •*--bale detail record for "C", "D", "F", "N", or "U" transactions--* • CCC-719 for "P" transactions • name and address record.

352 Field 2, Correction Indicator

A Completion Instructions

The following table provides instructions and information on completing Field 2.

Contents	Identifies a correction to a prior record.	
Action	IF a correction is made to...	THEN a corrected trailer record is...
	a previous IRS trailer record bale detail record in which a market *--gain, storage forgiven, or LDP is affected	required. Enter "X" in this field.
	bale detail record in which market gain, storage forgiven, or LDP is--* not affected	not required.
Rules		

353 Field 3, Transaction Code

***--A Completion Instructions for Reporting Market Gain**

The following table provides instructions and information on completing Field 3 for market gain.

Contents	A code indicating the type of transaction being reported.		
Action	IF the bale detail record transaction code is...	AND...	THEN...
	“C”, “D”, or “N”--*	bale detail record Field 69 or 75, is greater than zero	enter the detail record’s transaction code.
	“U”	bale detail record Field 78 contains a repayment for Field 69 or 75	
	“F”		
	“P”	CCC-719 contains a “P” transaction and amount	enter “P”.
	--“C”, “D”, “N”, or “U”--	Fields 69, 75, and 78 are all zero	no trailer record is required.
	“P”	CCC-719 does not contain “P”	
Rules	Must be the same as reported on the bale detail record.		

***--B Completion Instructions for Reporting Storage Forgiven**

The following table provides instructions and information on completing Field 3 for storage forgiven.

Contents	A code indicating the type of transaction being reported.		
Action	IF the bale detail record transaction code is...	AND...	THEN...
	“C”	bale detail record Field 60 is greater than zero	enter the cash storage forgiven transaction code “W”.
	“N”		enter the certificate storage forgiven transaction code “X”.
	“U”	bale detail record Field 78 contains a repayment for Field 60	enter the unqualified cash storage forgiven transaction code “Y”.
	“U”		enter the unqualified certificate storage forgiven transaction code “Z”.
	“C” or “N”	Fields 60 and 78 are all zeros	no trailer record is required.

--*

354 **Field 4, Batch Sequence Number**

A Completion Instructions

The following table provides instructions and information on completing Field 4.

Contents	A number assigned by LSA that identifies a single transaction code's activity being reported to CCC.	
Action	IF the transaction code is...	THEN enter the number from...
	--"C", "D", "F", "N", or "U"--	bale detail record Field 9.
	"P"	CCC-719, block 6.
Rules	Batch sequence numbers must be the same as recorded on the bale detail record, CCC-719, or both.	

355 Field 5, Crop Year

A Completion Instructions

The following table provides instructions and information on completing Field 5.

Contents	Crop year in which the bale of cotton was produced.
Action	Enter the last 2 digits of the crop year of production.
Rules	<p>Must be the same as:</p> <ul style="list-style-type: none"> •*--Field 10 on the bale detail record for “C”, “D”, “F”, “N”, or “U”--* transactions • CCC-719 for “P” transactions.

356 Field 6, Loan/LDP Number

A Completion Instructions

The following table provides instructions and information on completing Field 6.

Contents	ID number assigned by LSA to all bales included in a single “A” or “D” transaction.	
Action	IF the Transaction Code [3] is...	THEN enter...
	--“C”, “D”, “F”, “N”, or “U”-- “P”	the number in Field 12 of the bale detail record. zeros.
Rules		

357 Field 7, Transaction Date

A Completion Instructions

The following table provides instructions and information on completing Field 7.

Contents	Date documents are received at CCB	
Action	IF the Transaction Code is...	THEN enter...
	--“C”, “N”, or “F”--	Redemption/Forfeiture Date [33] in the bale detail record.
	“D”	Advance/LDP Date [31] or Document Received/Gin Date [32] in the bale detail record.
	“U”	Unqualified Redemption/Forfeiture Date [35] in the bale detail record.
	“P”	Date funds are received by CCB.
Rules	Transaction date format mmddyy.	

358 Field 8, Farm Number

A Completion Instructions

The following table provides instructions and information completing Field 8.

Contents	USDA’s code assigned to the farm where the cotton was grown.
Action	Enter ID number for the farm where the cotton was grown.
Rules	Add zeros to farm numbers of less than 7 digits in front of number to fill field.

359 Field 9, ID Number

A Completion Instructions

The following table provides instructions and information on completing Field 9.

Contents	ID number for producer receiving a share of loan or LDP proceeds.	
Action	IF loan or LDP has...	THEN enter the ID number...
	multiple producers	for each producer associated with loan or LDP.
	only 1 producer	from field 5 of the bale detail record.
Rules	<ul style="list-style-type: none"> Field is repeated for each producer up to 14 until all producers have been reported. Producer ID number must match that submitted in the name and address file. 	

360 Field 10, ID Type

A Completion Instructions

The following table provides instructions and information on completing Field 10.

Contents	Records the producer’s ID number type from the CMA process.
Action	Enter the ID type for each producer associated with the loan or LDP.
Rules	Field is repeated for each producer up to 14 until all producers have been reported.

361 Field 11, Amount Reported to IRS

***--A Completion Instructions for Market Gains**

The following table provides instructions and information on completing Field 11 for market gains.

Contents	Net market gain or LDP for each producer on a specific loan or LDP.	
Action	IF Field 2 or 3 is...	THEN enter applicable amount related to...
	“C” or “N”--*	Field 69 of the bale detail record.
	“D”	Field 75 of the bale detail record.
	“F”	Field 54 of the bale detail record.
	“P” or “U”	applicable transaction code reported on CCC-719.
	“U”	<ul style="list-style-type: none"> • Field 69 of the bale detail record for prior “C” transactions. • Field 75 on the bale detail record for prior “D” transactions.
Rules	“X”	bale detail correction amount.
	<ul style="list-style-type: none"> • Field is repeated for each producer up to 14 until all producers have been reported. • For multiple producers, each producer must be reported individually and the sum for all producers reported must equal the applicable ACRS bale detail data.--* 	

361 Field 11, Amount Reported to IRS (Continued)

***--B Completion Instructions for Reporting Storage Forgiven**

The following table provides instructions and information on completing Field 11 for storage forgiven.

Contents	Storage forgiven for each producer on a loan.	
Action	IF Field 2 or 3 is...	THEN enter applicable amount related to...
	“W”	Field 60 of the bale detail record.
	“X”	
	“Y”	Field 60 of the bale detail record for prior “C” transactions.
“Z”	Field 60 of the bale detail record for prior “N” transactions.	
Rules	<ul style="list-style-type: none"> Field is repeated for each producer up to 14 until all producers have been reported. For multiple producers, each producer must be reported individually and the sum for all producers reported must equal the applicable ACRS bale detail data. 	

--*

362 Field 12, Reserved

A Completion Instructions

The following table provides instructions and information on how to complete Field 12.

Contents	Reserved for future use.
Action	Fill field with spaces.
Rules	

363-372 (Reserved)

Section 12 (Reserved)

373-392 (Reserved)

Section 13 (Withdrawn--Amend. 4)

393-398 (Withdrawn--Amend. 4)

399-417 (Reserved)

