

For: Cotton State and County Offices and LSA's

Modifications to the Cotton Online Processing System (COPS) to Transfer Payment of LSA's Producer Collection (PC) Invoice to Administrative State or County Offices

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

22-CN, subparagraph 54 D provides LSA's with instructions for collecting charges due from a producer on forfeited loans. For any PC invoice that remains unpaid 30 calendar days after the date of the notification letter and LSA cannot collect the producer payment, LSA shall:

- contact the producer's Administrative State or County Office to request that a receivable be established
- transfer the required documentation as follows:
 - producer collection invoice
 - LSA notification letter
 - documentation of any collection activity.

Currently there is no automated process in COPS for LSA's to transfer the PC invoice payment to the Administrative State or County Office or to have access in COPS to record a receivable number for that invoice payment. Without an automated process, the status of the producer collection (PC) invoice remains in "Awaiting Payment".

Disposal Date	Distribution
January 1, 2009	Cotton State Offices; State Offices relay to applicable County Offices and LSA's

Notice CN-1027

1 Overview (Continued)

B Purpose

This notice provides information and instructions to State and County Offices and LSA's about the following COPS enhancement.

- The LSA's PC Invoice Detail contains an entry for the Administrative State or County Office that the documents are to be sent and a transfer button that will initiate an e-mail notifying the receiving County Office of the transfer. LSA's will be required to make the code entry and transfer.
- With the receipt of an e-mail notification from COPS advising that a transfer occurred and the support documentation received from LSA's, the Administrative State or County Office will establish a receivable and record the required data in the Invoice Payment section of COPS.

C Contact

State Offices shall direct questions about:

- automation issues to Shanita Hines by either of the following:
 - telephone at 202-720-9888
 - e-mail to **shanita.hines@wdc.usda.gov**
- policy issues Gene Rosera by either of the following:
 - telephone at 202-720-8481
 - e-mail to **gene.rosera@wdc.usda.gov**.

Notice CN-1027

2 COPS Enhancement

A Instructions for LSA’s to Transfer PC Payment in COPS to the Administrative State or County Office

LSA’s shall transfer a PC invoice payment in COPS, if the payment remains unpaid 30 calendar days after the date of the notification letter, according to the following.

Step	Action	Results
1	On the COPS Home Page, under the Invoicing tab, CLICK “Invoice Review”.	The Invoice Review Screen will be displayed.
2	On the Invoice Review Screen, click the Invoice Type drop-down menu, CLICK “Producer Collection Invoice”, and click the list button.	The Invoice List Screen will be displayed.
3	Click on the line item for the desired invoice to be transferred.	The Producer Collection Invoice Detail Screen will be displayed.
4	On the Producer Collection Invoice Detail Screen, enter the administrative State or county code field where the documents are being transferred and CLICK “Transfer Invoice”.	A confirmation box will be displayed asking if user is sure he/she wants to transfer the invoice.
5	If LSA is certain that a transfer is to take place, CLICK “OK”.	The Producer Collection Invoice Detail Screen will be displayed reflecting a changed invoice status from “Waiting Payment” to “Transferred Producer”.

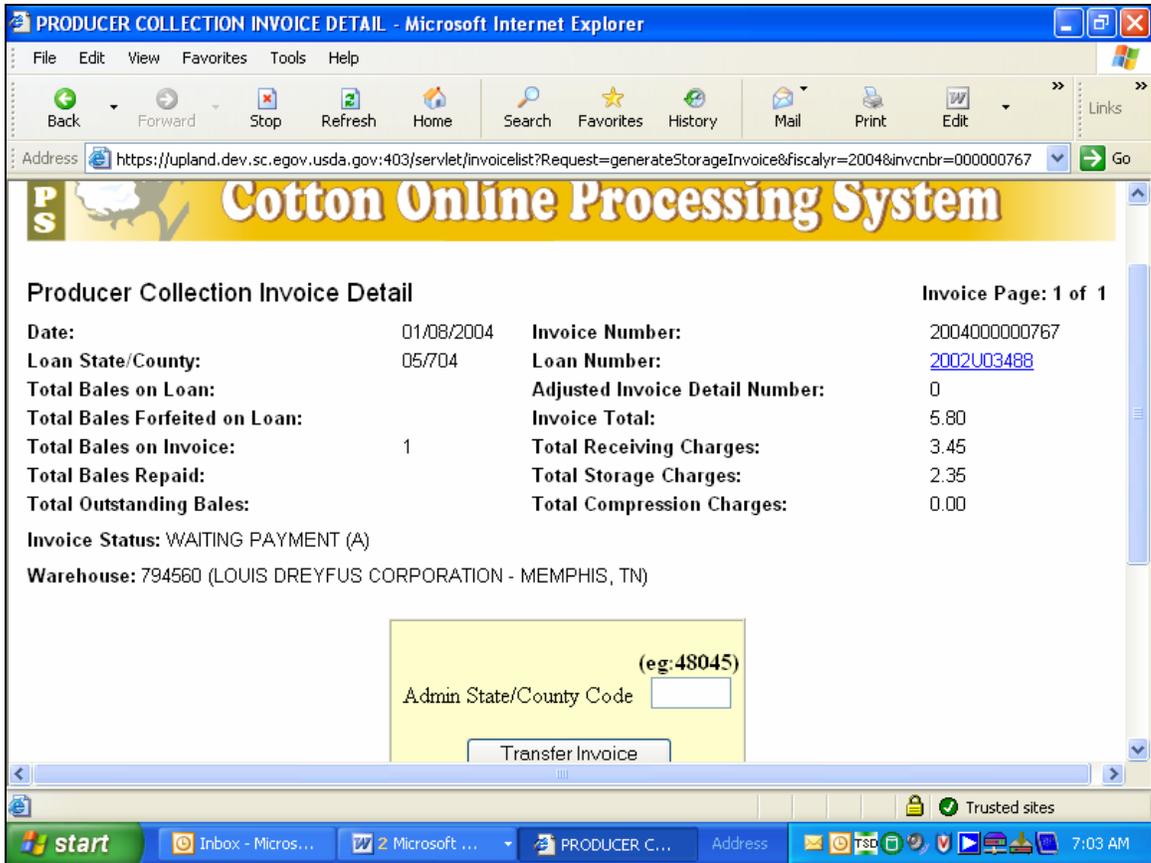
Note: After the transfer has occurred, the Invoice List Screen will also reflect a change in the status from “Awaiting Payment” to “Transferred Producer Collection”.

Notice CN-1027

2 COPS Enhancement (Continued)

B Producer Collection Invoice Detail Screen in COPS

The following is an example of the LSA's PC Invoice Detail Screen should a transfer occur.



Notice CN-1027

3 Administrative State or County Office Responsibility

A Establishing a Receivable

When e-mail notification of an LSA's PC invoice payment transfer takes place and LSA's supporting documentation has been received, the Administrative State or County Office will establish a receivable according to the following.

Step	Action	Results
1	On the COPS Home Page, under the Invoicing tab, CLICK "Invoice Payment".	The Invoice Payment Screen will be displayed.
2	On the Invoice Payment Screen, the Administrative State or County Office will enter the PC invoice number provided by received LSA documentation and CLICK "Submit".	The Invoice Payment screen will be displayed.
3	The Administrative State or County Office will enter applicable data in boxes provided and CLICK "Update Receivable".	A confirmation box will be displayed asking if user is sure he/she wants to update the invoice.
4	If the Administrative State or County Office is certain that an update is to take place, CLICK "OK".	The Invoice Receivable Confirmation Screen will be displayed.

Note: After an update has occurred, the Invoice List Screen will also reflect a change in the status from "Awaiting Payment" to "Receivable established for transferred PC Invoice".

Notice CN-1027

3 Administrative State/County Office Responsibility (Continued)

B Invoice Payment Screen in COPS

The following is an example of the Administrative State or County Office PC Invoice Detail Screen for establishing and updating receivables.

