

For: Cotton State and County Offices

**Instructions for Processing Commodity Certificate Exchanges for Upland
Cotton in APSS Using Software Provided in Release BETA NR**

Approved by: Deputy Administrator, Farm Programs



1 Overview

A

Background

On February 22, 2000, the Secretary authorized the use of commodity certificates in the APSS repayments subsystem for eligible commodities.

Commodity certificate:

- general policy is provided in Notice LP-1723
- policy for upland cotton is provided in Notice CN-907
- deposit processing information is provided in Notice FI-2418.

Authorizing the use of commodity certificates made necessary the modification of APSS repayments for that purpose.

Release BETA NR provides software enhancements that:

- reactivate the commodity certificate exchange option
- facilitate commodity certificate repayments for upland cotton **only**.

Note: A future software release will activate commodity certificate exchange for other eligible commodities.

B

Purpose

This notice provides State and County Offices with APSS instructions for using software provided by Release BETA NR to process commodity certificate exchange for **upland cotton**.

<p>Disposal Date</p> <p>January 1, 2001</p>	<p>Distribution</p> <p>Cotton State Offices; States Offices relay to applicable County Offices</p>
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2 General Provisions for Commodity Certificate Exchanges for Upland Cotton

A

Commodity Certificate Exchanges

Release BETA NR enhances APSS to:

- facilitate, according to Notices LP-1723 and CN-907, **full** or **partial** commodity certificate exchange for outstanding upland cotton loans as the:
 - recording of a manually made action
 - processing of a fully automated action
- calculate commodity certificate exchanges for upland cotton in the identical manner as Upland cotton regular market loan repayments:
 - at AWP
 - **without** interest
 - **with** applicable storage credit
- system-assign a unique certificate number according to paragraph 6
- automatically display the automated program code "YYUPCNLNCERT" on CCC-257 when the exchange is processed.

Note: See 7-CN, subparagraph 401.5 C for an explanation of how upland cotton market loan exchanges are calculated.

B

Limits to Commodity Certificate Use

Commodity certificate exchanges **cannot** be processed:

- after upland cotton loan maturity
- for any ELS cotton loans
- for any seed cotton loans
- as applications to receivables
- as applications to overdisbursements.

Attempts to process any of these actions will result in an error message being displayed.

C

PLM

During the commodity certificate exchange process, APSS will not interface with PLM records for any of the following:

- verifications
 - limitations.
-

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2 General Provisions for Commodity Certificate Exchanges for Upland Cotton (Continued)

D

Rare Cases of "Negative" Market Gain

An upland cotton market loan repayment calculation for very low grade cotton can result in:

- no money being due from the producer at repayment
- CCC-184 being issued to the producer for the "negative" market gain portion.

Low grade upland cotton loans that result in "negative" market gain:

- **cannot** be processed as a commodity certificate exchange
 - must be processed as a market loan repayment.
-

3 County Office Action

A

Commodity Certificate Exchanges

County Offices shall:

- process commodity certificate exchanges for upland cotton according to:
 - Notices LP-1723 and CN-907
 - APSS instructions
 - record **manual** commodity certificate exchanges for upland cotton in APSS in the order they were listed on the CCC-676 manual register
 - maintain, in the applicable loan folder, an automated copy of CCC-500 with, as applicable:
 - original CCC-694-1
 - original CCC-681-1.
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4 Accessing the Commodity Certificate Exchange Option

A

Commodity Certificate Exchange Option Follow this table to access the APSS commodity certificate exchange option.

Step	Action	Result
1	On Application Selection Menu FAX07001: <ul style="list-style-type: none"> • ENTER "13", "Price Support" • PRESS "Enter". 	Price Support Main Menu PCA005 will be displayed.
2	On Menu PCA005: <ul style="list-style-type: none"> • ENTER "4", "Repay a Loan/Refund LDP Amount" • PRESS "Enter". 	Price Support ID Entry Screen PCA11000 will be displayed.
3	On Screen PCA11000: <ul style="list-style-type: none"> • Enter applicable: <ul style="list-style-type: none"> • producer name • producer ID number and type • crop year • loan number, automated or manual • PRESS "Enter". 	Screen PCA12000 will be displayed.
4	On Screen PCA12000: <ul style="list-style-type: none"> • Enter the applicable answer to: <ul style="list-style-type: none"> • "Is this the correct Producer?" • "Is this the recording of a manually made action?" <p style="margin-left: 40px;">Note: For recordings of manual commodity certificate exchanges made before installing Release BETA NR, users must answer "Y" to the question, "Is this the recording of a manually made action?"</p> • follow steps 3 through 6, as applicable, in the table in 7-CN, subparagraph 402 C. 	Upland Cotton Repayments Menu PPC00000 will be displayed. Refer to subparagraph 5 A.

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5 Processing Commodity Certificate Exchanges for Upland Cotton

A

Menu PCA00000 This is an example of the Upland Cotton Menu PPC00000.

083-LEFLORE	PPC00000
PRICE SUPPORT - LOAN REPAYMENTS	Version: AB85 02-26-00 14:17 Term C5

CHARLES E. SMITH	CY 99 LOAN# 94 COMM UP
UPLAND COTTON REPAYMENTS MENU	
1. Cash Repayment	
2. Commodity Certificate Repayment	
* 3. Receivable Repayment	
* 4. Overdisbursement Repayment	
Enter the number of your selection and press the 'Enter' key.	
Cmd3=Previous Menu	

To process a commodity certificate exchange for upland cotton, select option "2" and PRESS "Enter". Screen PPC01000 will be displayed. Refer to subparagraph B.

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5 Processing Commodity Certificate Exchanges for Upland Cotton (Continued)

B
Full or Partial
Repayments

This is an example of Screen PPC01000 that allows for processing commodity certificate:

- full repayment
- partial repayment.

083-LEFLORE	PPC01000
PRICE SUPPORT - LOAN REPAYMENTS	Version: AB85 02-26-00 14:17 Term C5

CHARLES E. SMITH	CY 99 LOAN# 94 COMM UP
REPAYMENTS OPTIONS	
1. Full Repayment	
2. Partial Repayment	
Enter Option Number	..
Press "Enter" To Continue Cmd3=Previous Menu Cmd7=End of Job	

Select the applicable option and PRESS "Enter". Refer to subparagraph C.

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5 Processing Commodity Certificate Exchanges for Upland Cotton (Continued)

C
Completing
Commodity
Certificate
Exchanges

Complete commodity certificate exchanges according to this table.

Step	Action		Result
1	IF processing a...	THEN on Screen PPC01000...	
	full repayment	<ul style="list-style-type: none"> • ENTER "1" • PRESS "Enter". 	Screen PPC40200 will be displayed. Go to Step 3.
	partial repayment	<ul style="list-style-type: none"> • ENTER "2" • PRESS "Enter". 	Screen PPC01000 will be redisplayed with these 2 additional options: <ul style="list-style-type: none"> • "1. Display Receipt Numbers to be Repaid" • "2. Enter Receipt Numbers to be Repaid". Go to step 2.
2	IF the user wants to...	THEN on Screen PPC01000...	
	select receipt numbers to be repaid from a list of all receipts on the loan	<ul style="list-style-type: none"> • ENTER "1" • PRESS "Enter". 	<ul style="list-style-type: none"> • Screen PPC97000 will be briefly displayed with the message, "Work files are building"
	enter the receipt numbers to be repaid	<ul style="list-style-type: none"> • ENTER "2" • PRESS "Enter". 	<ul style="list-style-type: none"> • Screen PPC40200 will be displayed. Go to step 3.

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5 Processing Commodity Certificate Exchanges for Upland Cotton (Continued)

C
Completing
Commodity
Certificate
Exchanges
(Continued)

Step	Action	Result	
3	On Screen PPC40200: <ul style="list-style-type: none"> enter estimated receipt release date enter repayment date ENTER "Y" or "N" to the question, "Was this loan disbursed entirely by direct deposit?" PRESS "Enter". 	Screen PPC40500 will be displayed in most cases. In rare cases, if loan rate was not on loan rate table when loan was issued, Screen PPC91000 will be displayed before Screen PPC40500 for entry of loan rate where cotton is located.	
4	On Screen PPC40500: <ul style="list-style-type: none"> enter AWP enter coarse count adjustment <p>Note: The location differential is displayed.</p> <ul style="list-style-type: none"> PRESS "Enter". 	IF...	THEN...
		"1" was entered in step 1	Screen PPC42700 will be displayed. Go to step 6.
		"1" was entered in step 2	<ul style="list-style-type: none"> Screen PPC93000 will be displayed and allow user to select the receipt numbers to be repaid. PRESS "Enter".
5	At this point, PLM is "bypassed" according to subparagraph 2 C.	"2" was entered in step 2	Screen PPC94000 will be displayed and allow user to enter the receipt numbers to be repaid. <ul style="list-style-type: none"> PRESS "Enter".
6	On Screen PPC42700: <ul style="list-style-type: none"> ENTER "Y" or "N" to the question, "Do you wish to complete this repayment?" PRESS "Enter". 	IF entry was...	THEN...
		"Y"	Screen PPC98000 will be displayed. Go to step 7.
		"N"	Menu PCA005 will be displayed.

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5 Processing Commodity Certificate Exchanges for Upland Cotton (Continued)

C
Completing
Commodity
Certificate
Exchanges
(Continued)

Step	Action	Result	
7	<p>Screen PPC98000 displays "Total Amount Due" and requires entry of the "Amount Received" that must equal the amount due:</p> <ul style="list-style-type: none"> enter amount received PRESS "Enter". 	<ul style="list-style-type: none"> A series of 2 work file screens will be displayed briefly. Screen PCA97000 will be displayed. 	
8	<p>On Screen PCA97000, enter:</p> <ul style="list-style-type: none"> printer ID to be used number of copies to print. <p>PRESS "Enter".</p>	<ul style="list-style-type: none"> CCC-500 will be printed. Screen PCE50010 will be displayed. 	
9	<p>On Screen PCE50010 answer question, "Do you want to reprint this form?"</p> <p>Note: Market Gain Transaction Summary Report will not be printed.</p>	IF entry was ...	THEN...
		"Y"	<ul style="list-style-type: none"> CCC-500 will be reprinted Screen PCE50010 will be redisplayed until answer is "N".
		"N"	<ul style="list-style-type: none"> For partial repayment, CCC-Cotton A-1 will print and list receipts still under loan; Accounting Screen AGK00500 will be displayed For full repayment, Accounting Screen AGK00500 will be displayed.
10	Process deposit information according to subparagraph D.		

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5 Processing Commodity Certificate Exchanges for Upland Cotton (Continued)

D Processing Deposit Information

After Screen AGK00500 is displayed according to step 10 in subparagraph C, process deposit information according to this table.

IF repayment is . . .	THEN on Screen AGK00500 . . .
fully automated action	select option "1", "Current CCC-257", and follow instructions in 3-FI, paragraph 64.
recording of a manually made action	select option "2", "Manually Prepared CCC-257", and follow instructions in 3-FI, paragraph 65. When recording deposit information use original: <ul style="list-style-type: none">• CCC-257 number used on the collection that was manually deposited• producer remittance number from FSA-603.

Return to the cash receipts function and prepare CCC-257 according to 3-FI, paragraph 123.

6 Modified CCC-500 for Commodity Certificate Repayments

A CCC-500

APSS repayments allow for processing up to 99 separate repayment transactions per loan where each repayment is numbered in reverse order from 99 down to 1. Release BETA NR modifies APSS repayments for commodity certificates by printing a system-assigned 11-digit Certificate Number in lower lefthand corner of CCC-500, block 13. The 11-digit number is comprised of, in this order, the:

- crop year (2 digits)
- loan number (5 digits)
- repayment sequence (4 digits) where:
 - first 2 digits are always 00
 - second 2 digits can be any number from 99 down to 01.

Example: "Certificate #: 99000940099".

Because the APSS system-assigned certificate number will **not** be the same as the **manual** commodity certificate unique transaction number that was assigned according to Notice LP-1723, subparagraph 3 B, it is important to reference the 2 numbers on CCC-500.
