

For: Cotton State and County Offices

**Handling Error Codes That Result From an Incorrect Repayment Date
for Upland Cotton Immediate Certificate Exchanges in APSS**

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

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Background

Notice CN-929, issued December 10, 2001, provided County Offices with:

- **revised** policy for requesting upland cotton loans that involved an immediate commodity certificate exchange based on the date of the **request** rather than the date of **processing** through APSS
- instructions for processing the loan transactions.

Notice CN-930, issued December 26, 2001, provided County Offices with **additional** information for processing upland cotton loans and redemptions in APSS that involved immediate commodity certificate exchanges.

Important: When a repayment date before the loan disbursement date is used, the Cotton On-line Processing System (COPS) generates Error Code R145, "Repayment Date Missing/Invalid". The current abnormally high volume of error codes indicates that some County Offices are **not** processing loans and redemptions through APSS that involve immediate commodity certificate exchanges according to Notice CN-930.

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<p>Disposal Date</p> <p>December 1, 2002</p>	<p>Distribution</p> <p>Cotton State Offices; State Offices relay to applicable County Offices</p>
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Notice CN-936

1 Overview (Continued)

B

Purpose

This notice:

- re-emphasizes instructions in Notice CN-930 for recording immediate commodity certificate exchanges
 - provides County Offices with instructions for researching and resolving Error Code R145 conditions.
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2 Re-emphasizing Instructions for Recording Immediate Certificate Redemptions

A

Determining Repayment Date

Notice CN-930 instructed County Offices to use the:

- loan and repayment **request** date to determine the applicable AWP rate for immediate certificate redemptions
- date the repayment transaction is **processed through APSS** as the repayment date, **even if** the repayment was requested at an earlier date.

For example, when a producer requests a loan and immediate certificate exchange and transfers electronic warehouse receipts to CCC on **May 1**, but the County Office does not process the loan and repayment through APSS until **May 10**, the County Office shall use:

- May 1:
 - to determine applicable AWP rate, since that is the day the request was made
 - as the “Date Documents Received” date, since all required documents were received on that date
 - May 10:
 - as the loan disbursement date, since the loan was entered in APSS on that date
 - as the loan repayment date, **even though** the repayment was requested on May 1, because the certificate exchange was processed through APSS on May 10.
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2 Re-emphasizing Instructions for Recording Immediate Certificate Redemptions (Continued)

A

Determining Repayment Date (Continued)

Important: “Entering” a repayment date that is before the loan disbursement date results in a COPS Error Code of R145 when the repayment file is passed in the PK8 file to COPS.

County Offices shall review Notice CN-930 to ensure that the repayment date for immediate certificate redemptions is determined and processed in APSS correctly to avoid unnecessary error conditions.

3 Researching and Resolving COPS Error Code R145

A

Reviewing Error Conditions

To **obtain** a list of loans for which Error Code R145 exists, County Offices shall **access COPS** according to the following table.

Step	Action	Result
1	Enter the COPS Internet address, http://www.fsa.usda.gov/cotton , into the address field on the Internet browser.	COPS Home Page will be displayed.
2	On the COPS Home Page, click on “Error Information” under the Price Support Services heading.	Secure System Logon Screen will be displayed.
3	Do the following: <ul style="list-style-type: none">• enter the user ID and password• click on “Logon”• if the user does not have a user ID and password, contact the State Price Support Specialist to obtain one through the State Office Security Officer.	COPS Logon Confirmation Screen will be displayed.
4	On the COPS Logon Confirmation Screen, click on “Continue”.	Bale Error List Criteria Screen will be displayed with the county’s State code and county code shown.

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3 Researching and Resolving COPS Error Code R145 (Continued)

**A
Reviewing Error
Conditions
(Continued)**

Step	Action	Result
5	To display the Bale Error List Screen: <ul style="list-style-type: none"> • delete the dates displayed • select Error Code R145 from the Error Code-Description drop-down list box • Crop Year will be defaulted to 2001 • click on “Summary”. 	COPS Bale Error List: Summary by Error Screen will be displayed. This screen will display R145 error codes for the county by loan number.
6	To print this screen: <ul style="list-style-type: none"> • click within the gray area • click on “File” on the Tool Bar • select Print Frame from the File drop-down box. 	A pop-up box will open to print.
7	Click on “OK”.	The screen listing all loan numbers containing Error Code R145 will print.

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3 Researching and Resolving COPS Error Code R145 (Continued)

B

**County Office
Action**

County Offices shall research the R145 error condition to determine whether the repayment date used to record the immediate certificate exchange was according to instructions in Notice CN-930.

IF the R145 error condition...	THEN the County Office shall...
is not the result of an immediate certificate exchange	<ul style="list-style-type: none">• delete the repayment using option 7, "Correct a Loan/ LDP"• re-enter the repayment using the proper repayment date.
is the result of an immediate certificate exchange and the repayment date was determined incorrectly	send a letter to the State Price Support Specialist that: <ul style="list-style-type: none">• verifies the error resulted from not properly determining the repayment date according to Notice CN-930• includes:<ul style="list-style-type: none">• loan number• loan and repayment request date• loan disbursement date• copies of CCC-500 for the certificate redemption.

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3 Researching and Resolving COPS Error Code R145 (Continued)

C

State Office Action

State Offices shall:

- review County Office request for assistance
 - if sufficiently documented by the County Office, send a recommendation that error codes be removed to PSD, Attention: Julie Floriani, by:
 - FAX to 202-690-3307
 - e-mail to Julie_Floriani@wdc.usda.gov
 - **not** directly contact KCAO to request removal of error codes.
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PSD-AB Action

PSD-AB will:

- review request for assistance to resolve error condition
- if documentation is sufficient, contact KCAO to remove the error code from the COPS bale record
- notify the State Office that request to remove the error code has been sent to KCAO.

The County Office will **not** be required to delete the repayment and re-enter the transaction.
