

For: State and County Offices

**Revised Instructions for Processing Producer Collection Invoices on Forfeited Cotton
in Automated Price Support System (APSS) and Cotton On-Line Processing System (COPS)**

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

State and County Offices are provided instructions in 7-CN for:

- processing producer collection invoices for forfeited cotton in paragraph 214
- accessing and updating invoices payment status in COPS in paragraph 215.

Producer debts are handled more efficiently when processed in the Debt Management System which ensures the following:

- producers receive notification and 1st demand letters timely
- unpaid receivables are transferred to claims
- the invoice amount can be offset from other payments received by the producer.

Therefore, the instructions for processing producer collection invoices have been revised.

B Purpose

This notice provides State and County Offices with revised instructions for:

- creating a receivable for producer collection invoice
- updating COPS with the receivable information.

C Contact

State Offices shall direct questions about this notice to Julie Floriani by:

- e-mail at **julie_floriani@wdc.usda.gov**
- telephone at 202-720-8374.

Disposal Date	Distribution
September 1, 2003	State Offices; State Offices relay to County Offices

2 General Information

A Producer Collection Invoices for Charges Due on Forfeited Cotton

When cotton loans are forfeited, COPS:

- creates a producer collection invoice for:
 - warehouse storage charges that accrued from the storage start date to the “Date Documents Received” date
 - unpaid warehouse receiving charges, including any charges for new ties
- notifies the County Office by e-mail that an invoice has been created and is in “Waiting Payment” status.

B County Office Action

County Offices shall take the following action when COPS sends an e-mail notification that a producer collection invoice has been created.

- Access and print the producer collection invoice according to paragraph 3 for all invoices currently in “Waiting Payment” status. This **shall include** invoices for which prior notification letters and 1st demand letters have already been issued, but remain unpaid.
- If the invoice is:
 - **incorrect**, contact Janet DeLancey, KCAO, APD, COPSS to request a correct statement of charges by:
 - e-mail at **jldelancey@kcc.usda.gov**
 - phone at 816-926-2638
 - **correct**:
 - create a receivable for the invoice amount according to paragraph 4
 - update the status of the invoice in COPS according to paragraph 5.

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3 Accessing and Printing Producer Collection Invoices in “Waiting Payment” Status

A Accessing Invoices in COPS

County Offices shall access COPS to print producer collection invoices in “Waiting Payment” status 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.	The COPS Home Page will be displayed.
2	On the COPS Home Page, click “Invoice Review” under the “User Function” heading.	The Secure System Logon Screen will be displayed.
3	On the Secure System Logon Screen: <ul style="list-style-type: none"> • enter the user ID and password • click “Logon”. <p>Note: If the user does not have a user ID and password, contact the State Price Support Specialist through the State Office Security Officer.</p>	The COPS Logon Confirmation Screen will be displayed.
4	On the COPS Logon Confirmation Screen, click “Continue”.	The COPS Invoice List Criteria Screen will be displayed with the county’s State and county code shown.
5	To display the COP’s Invoice List Criteria Screen: <ul style="list-style-type: none"> • select producer collection invoice from the Invoice Type drop-down list box • select “Awaiting Payment” from the Status drop-down list box • for single county users, the State and county codes will be defaulted • for multiple county users, select the applicable State and county codes from the drop-down list boxes • click “List”. 	The COPS Invoice List Criteria Screen will be redisplayed with a list of all producer collection invoices with a “Waiting Payment” status. To print this screen: <ul style="list-style-type: none"> • click “File” on the Tool Bar • select “Print Frame” from the File drop-down menu • click “OK” to print.

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3 Accessing and Printing Producer Collection Invoices in “Waiting Payment” Status (Continued)

B Printing Producer Collection Invoices

After completing steps in subparagraph A, County Offices shall print the producer collection invoices by continuing with the following steps.

Step	Action	Results
1	On the COPS Invoice List Screen, click “Line No.” to print the invoice.	<p>The Producer Collection Invoice Detail Screen will be displayed with the following information:</p> <ul style="list-style-type: none"> • the first 100 bales • invoice page number in the upper right hand corner of the screen. <p>A screen print will be necessary for each page of invoice.</p> <p>Example: “Invoice page: 1 or 3” will require 3 print jobs to capture the entire invoice.</p>
2	<p>On the Producer Collection Invoice Detail Screen:</p> <ul style="list-style-type: none"> • click “File” on the Tool Bar • click “Print Frame” from the drop down menu. 	The print dialogue box will be displayed.
3	Click “OK”.	Invoice for the first 100 bales will be printed.
4	<p>If the invoice contains more than 100 bales, scroll down to bottom of the screen.</p> <p>Click “Next 100 Receipts”.</p>	<p>Page 2 of the invoice listing the remaining bales, or next 100 bales if the invoice contains more than 200 bales, will be printed.</p> <p>Repeat steps 2 through 4 to print the remaining pages of the invoice.</p>

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4 Creating Receivables for Producer Collection Invoices

A Creating a Receivable

County Offices shall create receivables for **all** producer collection invoices that are in “Waiting Payment” status.

Note: Receivables shall be created for **all** outstanding invoices. Notification letters and 1st demand letters will be issued according to the receivable creation date, even if prior letters have been sent. This will provide each outstanding invoice with 60 days receivable status before it is transferred to claims status.

County Offices shall establish receivables in the Common Receivable System according to 67-FI, with:

- **all** producers who signed CCC-Cotton A as debtors
- discovery code of “10”
- reason code of “300”
- program code of “XXUPCNFORF”.

Note: “XX” is the last 2 digits of the crop year.

5 Updating Producer Collection Invoice Status in COPS

A Updating Invoice

After a receivable has been established for the producer collection invoice, County Offices shall **immediately** update the invoice payment status in COPS with the receivable information according to the following table. **Do not** wait to update COPS after payment has been received.

Step	Action	Result
1	Type the COPS Internet address, http://www.fsa.usda.gov/cotton , into the address field on the Internet browser.	The COPS Home Page will be displayed.
2	On the COPS Home Page, click “Invoice Payment” under the “User Function” heading.	The Secure System Logon Screen will be displayed.
3	On the Secure System Logon Screen: <ul style="list-style-type: none"> • enter the user ID and password • click “Logon”. If the user does not have a user ID and password, contact the State Price Support Specialist through the State Office Security Officer.	The COPS Logon Confirmation Screen will be displayed.
4	On the COPS Logon Confirmation screen, click “Continue”.	The COPS Invoice Payment History Criteria Screen will be displayed.
5	On the COPS Invoice Payment History Criteria Screen, enter the invoice number and click “Submit”.	The Invoice Payment Screen for the chosen invoice will be displayed.

5 Updating Producer Collection Invoice Status in COPS

A Updating Invoice (Continued)

Step	Action	Result
6	<p>On the Invoice Payment Screen, enter:</p> <ul style="list-style-type: none"> • date receivable was established • receivable number • re-enter receivable number • click “Update Receivable”. 	<p>The dialog box will be displayed with the question, “Are You Sure You Want to Update This Invoice to Receivable Status?”.</p> <p>Verify the receivable number and date.</p> <p>If the user selects:</p> <ul style="list-style-type: none"> • “Yes”, the Invoice Payment Screen will confirm that the invoice has successfully updated • “Cancel”, the dialogue box will be removed. <p>Repeat step 6 to re-enter the receivable information.</p> <p>To return to the:</p> <ul style="list-style-type: none"> • Invoice Detail Screen, click “To Invoice Details” • the COPS Home Page, click on “COPS Home”.

6 Transferring Outstanding Receivable to Claims

A Establishing Claims

If invoice charges remains unpaid 60 days after the notification letter has been sent to the producer(s), County Offices shall transfer the receivable to claims status according to 67-FI, Part 6.

7 Processing Invoice Collections

A Recording Collections in APSS

County Offices shall record a collection of invoice charges according to instructions in:

- 58-FI, Part 7, for claims
- 67-FI, Part 5, for receivables.

Note: Since COPS was updated with the receivable information, it is **not** necessary to update the producer collection invoice to "Paid".