

For: Cotton State and County Offices

Creating Receivables for All Producer Collection Invoices in "Awaiting Payment" Status

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

7-CN, paragraph 214, provides County Offices with instructions for:

- creating a receivable for producer collection invoice
- updating Cotton On-line Processing System (COPS) with the receivable information.

This ensures that:

- 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.

B Purpose

This notice provides instructions for State and County Offices to take immediate action to create receivables for all outstanding producer collection invoices that remain in COPS.

C Contact

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

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

Disposal Date	Distribution
May 1, 2005	Cotton State Offices; State Offices relay to County Offices

Notice CN-964

2 Creating Receivables for Producer Collection Invoices

A General Information

Since County Offices were advised by notice on July 11, 2003, of the revised procedure for processing producer collection invoices, receivables have been created for storage charges owed by the producer on forfeited cotton for:

- 598 producer collection invoices
- a total of \$341,922.26
- crop years 1998 through 2002.

However, a large number of producer collection invoices still remain in "Awaiting Payment" status in COPS from crop years 1998 through 2002 loans and have not been transferred to CRS. These outstanding invoices total \$27,377.53.

B County Office Action

County Offices shall **immediately** follow 7-CN, subparagraph:

- 214 B to create receivables for each invoice
- 215 A to access a list of invoices in "Awaiting Payment" status
- 215 B to print a list of invoices
- 215 C to update COPS with the receivable number

County Offices shall:

- contact their State Specialist for assistance if needed
- **not** contact KCAO staff directly.

Notice CN-964

2 Creating Receivables for Producer Collection Invoices (Continued)

C State Office Action

State Offices shall immediately:

- print a list of producer collection invoices in “Awaiting Payment” status for their State
- monitor County Office progress to create receivables
- for assistance, contact:
 - Julie Floriani by telephone or e-mail according to subparagraph 1 C.
 - Janet DeLancey by:
 - telephone at 816-926-2638
 - e-mail at **JLDELANCY@kcc.usda.gov**
- e-mail a report to Julie Floriani, PSD **by June 15, 2004**, of the:
 - number of invoices that remain in “Awaiting Payment” status
 - reason for not creating a receivable in CRS.

Note: Negative reports are required.