

For: State and County Offices

Recording Manual Commodity Certificate Purchase Deposits From APSS into Cash Receipts

Approved by: Deputy Administrator, Management



1 Overview

**A
Background**

On February 8, 2000, CCC announced the use of commodity certificates. Commodity certificates may be purchased by producers to use in acquiring collateral pledged to CCC for a commodity loan.

On March 6, 2000, FSA released software that allows County Offices to record the acquisition of commodity loans using commodity certificates through APSS. The software:

- records the loan liquidation
- records the transfer to CCC inventory
- records the sale of CCC inventory to the producer in exchange for a commodity certificate
- passes the purchase price of the commodity certificate to cash receipts.

Continued on the next page

Disposal Date	Distribution
October 1, 2000	State Offices; State Offices relay to County Offices

Notice FI-2424

1 Overview (Continued)

B

Purpose

This notice provides instructions on recording commodity certificate sales proceeds, previously collected and deposited on a manual CCC-257.

Note: In some cases, the APSS-calculated amount needed to satisfy the inventory purchase, may not be the same as the amount originally deposited. The instructions in this notice include what to do if the previously deposited amount is:

- exactly the same as the APSS-calculated amount
- greater than the APSS-calculated amount.
- less than the APSS-calculated amount and more funds are needed.

Note: The additional funds must be in hand before starting this process.

C

Contact

If additional information is required, State Offices shall contact either:

- Jorge Rivera at 703-305-1308
 - David Nichols at 703-305-1300.
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2 Recording Manually Deposited Commodity Certificate Sales Proceeds

A

Background

This paragraph covers manually prepared CCC-257's that:

- have already deposited the sales proceeds to the Department of Treasury in CCC's account
- still need to be recorded in System 36.

This paragraph provides instructions for situations where the amount needed to purchase the commodity certificate to redeem the loan in APSS is the **same** amount that was previously deposited on a manual CCC-257.

B

Recording the Manual CCC-257

County Offices shall record the manual CCC-257 according to 3-FI, paragraph 65.

Notice FI-2424

3 Recording Manually Deposited Commodity Certificate Sales Proceeds When the Commodity Certificate Value Originally Deposited is Greater than the Loan Amount Due

**A
Recording a
Manual
CCC-257 With a
Refund Due**

A refund is due to the producer if the amount that was originally deposited is greater than the loan redemption amount calculated in APSS. APSS will pass to cash receipts the correct amount to purchase the inventory related to the liquidated loan. If more than what is needed has already been deposited, then refund the overpaid amount according to the following table.

Step	Action
1	Record the certificate purchase and loan repayment as normal, entering the producer's check for the full amount. When the record is passed from APSS, it will show that the amount of the check is greater than what is needed to satisfy the certificate purchase.
2	That amount will be refunded to the producer using program code REFREP.

Notice FI-2424

4 Recording Commodity Certificate Sales Proceeds When More Funds Are Needed

A

**Recording
Manual
CCC-257
Already
Deposited**

County Offices shall follow the steps in this table to record a manual CCC-257 in System 36 when the collection needed exceeds the original amount deposited. These steps start at the point where APSS has passed the detail information to the Cash Receipts Application.

Step	Action	Result
1	On Screen AGK00500: <ul style="list-style-type: none"> • ENTER “2”, “Manually Prepared CCC-257” • PRESS “Enter”. 	Screen AGK00520 will be displayed.
2	On Screen AGK00520: <ul style="list-style-type: none"> • enter the Schedule Number and Deposit Date of the manual schedule • PRESS “Enter”. 	Screen AGK01500 will be displayed.
3	On Screen AGK01500: <ul style="list-style-type: none"> • enter the original Check/Item Number • PRESS “Enter” • enter the original Amount • PRESS “Enter”. 	Screen AGK01510 will be displayed.
4	On Screen AGK01510: <ul style="list-style-type: none"> • verify that the amount of the underpayment equals the amount of the second check • PRESS “Enter”. 	Screen AGK01500 will be displayed.
5	On Screen AGK01500: <ul style="list-style-type: none"> • enter the second Check/Item Number • PRESS “Enter” • enter the second Amount • PRESS “Enter”. 	Screen AGK01510 will be displayed.
6	On Screen AGK01510: <ul style="list-style-type: none"> • verify that the remittance records equal the amount of the Program Data Records • PRESS “Enter”. 	Screen AGK000 will be displayed.

Continued on the next page

Notice FI-2424

4 Recording Commodity Certificate Sales Proceeds When More Funds Are Needed (Continued)

B

**Printing Blank
Manual
CCC-257**

County Offices shall prepare another manual CCC-257 to deposit the additional funds required to satisfy the calculated amount transferred from APSS. Print out a blank CCC-257 according to the following table.

Step	Action	Result
1	On Cash Receipts Main Menu AGK000: <ul style="list-style-type: none">• ENTER "5", "Print Reports & Forms"• PRESS "Enter".	Screen AKK000 will be displayed.
2	On Screen AKK000: <ul style="list-style-type: none">• ENTER "2", "Blank Schedule of Deposit Form"• PRESS "Enter".	Screen AHK01503 will be displayed.
3	On Screen AHK01503: <ul style="list-style-type: none">• enter number of copies to print• PRESS "Enter".	Blank form copies will be printed.

Continued on the next page

Notice FI-2424

4 Recording Commodity Certificate Sales Proceeds When More Funds Are Needed (Continued)

C

Preparing Manual CCC-257 for Additional Deposit

Because this is an increase in the amount of the original purchase of the commodity certificate that had not been previously recorded into the cash receipts software, use the same schedule number and date to show this new deposit is part of the original amount due.

Prepare CCC-257 for the additional funds according to instructions in this table.

Step	Instructions
1	Under column B, enter the check/item number .
2	Under column C, enter the remitter name .
3	Under column D, enter the check amount .
4	In item 3, enter the number of deposit items. Note: Normally this will be 1 item per manual schedule.
5	In item 4, enter the total check amount. Note: Normally this will be the amount of the 1 check.
6	In item 5, enter the total cash.
7	In item 6, enter the total deposit amount.
8	In item 7 B, enter the date of the deposit. Note: Use the same date as on the original manual schedule previously deposited.
9	In item 10, enter the schedule number. Note: Use the same schedule number as on the original manual schedule previously deposited.
10	In item 11, enter the deposit amount.
11	In item 8, sign and date the schedule of deposit with the current date.

Note: Make sure both of the manual schedules have the same schedule number and schedule date.

Continued on the next page

Notice FI-2424

4 Recording Commodity Certificate Sales Proceeds When More Funds Are Needed (Continued)

D

**Depositing
Manual
CCC-257 into
the CCC
Lockbox Bank**

County Offices depositing funds into the CCC Lockbox Bank shall mail the additional manually prepared CCC-257's to the CCC Lockbox Bank according to 3-FI, paragraph 34.5.

E

**Depositing
Manual
CCC-257 into
LD for CBS
Offices**

County Offices depositing funds into LD that use CBS, need to deposit collections with the financial institution according to 3-FI, paragraphs 33 and 92.

Note: The County Office will need to select on Screen AMA31001, option "2", "**Do not Transmit-Display/Print Phone-in Data**". When the County Office phones the information to the State Office, use an "**04**" **adjustment indicator code** according to 3-FI, subparagraph 96 C.

Upon receipt of all reports from County Offices, the State Office shall process the phone-in reports according to 3-FI, paragraph 108.
