

For: Cotton State and County Offices

**Processing Commodity Certificate Exchanges for Commodity Loans
in APSS Using Software in County Release No. 429**

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A

Background

On February 22, 2000, the Secretary authorized the use of commodity certificate exchanges.

Commodity certificate:

- general policy is provided in Notice LP-1723
- manual deposit processing information is provided in Notice FI-2418.

Authorizing the use of commodity certificates made it necessary to modify the APSS repayments subsystem.

County Release No. 429 provides software enhancements for eligible commodities that:

- reactivate the commodity certificate repayment option
- facilitate commodity certificate exchanges.

B

Purpose

This notice provides State and County Offices with APSS instructions for using software provided in County Release No. 429 to process commodity certificate exchanges for eligible commodities.

| | |
|--|---|
| <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 Commodity Loans

A

County Release No. 429 Enhancements

County Release No. 429 enhances APSS to:

- facilitate, according to Notice LP-1723, commodity certificate exchanges for farm-stored and warehouse-stored outstanding commodity loans as the:
 - recording of a manually made action
 - processing of a fully automated action
 - calculate commodity certificate exchanges for commodity loans in the identical manner as regular commodity market loan repayment:
 - at the CCC-determined value
- Note:** The CCC-determined value is the PCP, RCP, or AWP adjusted, as applicable, according to 8-LP or 2-LP Rice.
- **without** interest
 - system-assign a unique certificate number according to paragraph 6
 - automatically display the automated program code "YYCOMMLNCERT" on CCC-257 when the exchange is processed.

If a commodity certificate exchange is used to redeem a warehouse-stored commodity loan and a storage deduction is necessary, process an additional disbursement through loanmaking for "**previously deducted storage**" according to 12-PS, Part 5, Section 4, **before** processing the commodity certificate exchange.

B

Limits to Commodity Certificate Use

Commodity certificate exchanges **cannot** be processed:

- after loan maturity
- for any recourse loans
- as applications to receivables or overdisbursements

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

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2 General Provisions for Commodity Certificate Exchanges for Commodity Loans (Continued)

C

**Interface With
Payment
Limitation
(PLM) Records**

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

- verifications
 - limitations.
-

3 County Office Action

A

**Processing
Commodity
Certificate
Exchanges**

County Offices shall:

- process commodity certificate exchanges according to:
 - Notice LP-1723
 - APSS instructions
 - record **manual** commodity certificate exchanges 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-681-1A.
-

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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 County Release No. 429, users must answer "Y" to the question, "Is this the recording of a manually made action?"</p> • PRESS "Enter". | Screen PCA14000 will be displayed. |

Continued on the next page

4 Accessing the Commodity Certificate Exchange Option (Continued)

A
Commodity
Certificate
Exchange Option
(Continued)

| Step | Action | Result | |
|------|---|--|---|
| 5 | On Screen PCA14000: • enter the applicable answer to: • "Is this the correct loan?" • "Do you wish to see bin/receipt information for this loan?" • PRESS "Enter". | Commodity Loan Repayments Menu PPD00000 will be displayed. | |
| | IF entry was. . . | | THEN after pressing "Enter". . . |
| | "N" to the question, "Is this the correct loan?" | | Screen PCA13000 will be displayed. After applicable action has been taken, PRESS "Enter". |
| | "Y" to the question, "Do you wish to see bin/receipt information for this loan?" | | Screen PCA15000 will be displayed. After applicable action has been taken, PRESS "Enter". |
| | "Y" to the question, "Is this the correct loan" and "N" to the question, "Do you wish to see bin/receipt information for this loan?" | | |

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5 Processing Commodity Certificate Exchanges for Commodity Loans

A

Menu PPD00000 This is an example of the Commodity Loan Repayments Menu PPD00000.

| | |
|--|--------------------------------------|
| 083-LEFLORE | PPD00000 |
| PRICE SUPPORT - LOAN REPAYMENTS | Version: AB85 02-26-00 14:17 Term C5 |
| ----- | |
| CHARLES E. SMITH | CY 99 LOAN# 94 COMM CORN |
| | |
| 1. Regular Repayments | |
| 2. Commodity Certificate Repayment | |
| 3. Market Price Repayments | |
| * 4. Receivable Repayment | |
| * 5. Overdisbursement Repayment | |
| | |
| Enter the number of your selection and press the 'Enter' key. | |
| Cmd3=Previous Menu | |

To process a commodity certificate exchange, ENTER "2" and PRESS "Enter".
Screen PPD01000 will be displayed. Go to subparagraph B.

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5 Processing Commodity Certificate Exchanges for Commodity Loans (Continued)

B
Partial
Repayments

This is an example of Screen PPD01000 that allows for processing a commodity certificate partial repayment.

Important: The full repayment option is unavailable on Screen PPD01000. You can process a full repayment in APSS when you select the partial repayment option by entering the entire outstanding loan quantity to be repaid in the "Select Quantity" field on Screen PPD92000. See subparagraph C, step 2.

| | |
|--|--------------------------------------|
| 083-LEFLORE | PPD01000 |
| 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 | |
| * 3. Lump Sum Repayment | |
| *4. Record Production Evidence for Prior Repayments | |
| Enter Option 2 | |
| Press "Enter" To Continue Cmd3=Previous Menu Cmd7=End of Job | |

ENTER "2", the only available option, and PRESS "Enter". Screen PPD61000 will be displayed.

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5 Processing Commodity Certificate Exchanges for Commodity Loans (Continued)

**C
Completing
Commodity
Certificate
Exchanges**

Complete commodity certificate exchanges according to this table.

| Step | Action | Result | |
|------|--|------------------------------------|------------------------------------|
| 1 | On Screen PPD61000: <ul style="list-style-type: none"> • enter: • repayment date • "Y" or "N" to the question, "Is this a wire transfer?" • "Y" or "N" to the question, "Was this loan disbursed entirely by direct deposit?" • PRESS "Enter". | Screen PPD92000 will be displayed. | |
| 2 | On Screen PPD92000: <ul style="list-style-type: none"> • enter: • CCC-determined value <p>Note: The CCC-Determined Value is the PCP, RCP, or AWP adjusted, as applicable, according to 8-LP or 2-LP Rice.</p> <ul style="list-style-type: none"> • Select Quantity <p>Note: For full repayments, the entire outstanding loan quantity must be entered on a bin by bin basis in the "Select Quantity" field.</p> <ul style="list-style-type: none"> • PRESS "Enter". | Screen PPD64400 will be displayed. | |
| 3 | At this point, PLM is "bypassed" according to subparagraph 2 C. | | |
| 4 | On Screen PPD64400, enter: <ul style="list-style-type: none"> • "Y" or "N" to the question, "Do you wish to complete this repayment?" • PRESS "Enter". | IF entry was... | THEN... |
| | | "Y" | Screen PPD98000 will be displayed. |
| | | "N" | Menu PCA005 will be displayed. |

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5 Processing Commodity Certificate Exchanges for Commodity Loans (Continued)

**C
Completing
Commodity
Certificate
Exchanges
(Continued)**

| Step | Action | Result | |
|-------------|---|---|---|
| 5 | Screen PPD98000 displays "Total Amount Due" and requires entry of the "Amount Received" that must be equal to the amount due: <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. | |
| 6 | On Screen PCA97000, enter: <ul style="list-style-type: none"> • printer ID to be used • number of copies to be printed. PRESS "Enter". | <ul style="list-style-type: none"> • CCC-500 will be printed • Screen PCE50010 will be displayed. | |
| 7 | On Screen PCE50010, answer the question, "Do you want to reprint this form?" Note: Market Gain Transaction Summary Report will not be printed. | 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"> • Accounting Screen AGK00500 will be displayed. |
| 8 | Process deposit information according to subparagraph D. | | |

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5 Processing Commodity Certificate Exchanges for Commodity Loans (Continued)

**D
Processing
Deposit
Information**

After Screen AGK00500 is displayed according to step 8 in subparagraph C, process deposit information according to this table.

| IF repayment is . . . | THEN on Screen AGK00500 . . . |
|--|--|
| fully automated action | ENTER "1", "Current CCC-257", and follow instructions in 3-FI, paragraph 64. |
| recording of a manually made action | ENTER "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
With System-
Assigned
Number**

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. County Release No. 429 modifies APSS repayments for commodity certificates by printing a system-assigned 11-digit certificate number in lower left-hand corner of CCC-500, item 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.
