



User Guide

Section 4.1

Invoice Payment

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Section 4.1 Invoice Payment

A. Introduction

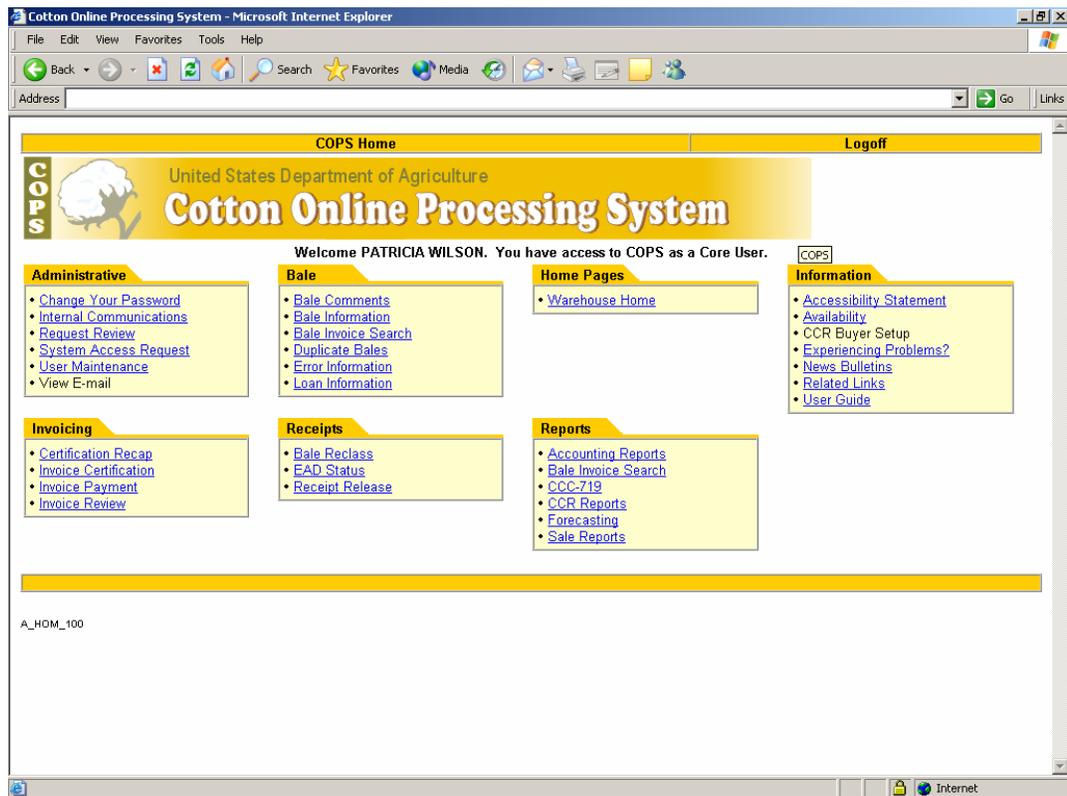
The "Invoice Payment" link on the COPS Home Page provides the ability to access the Invoice Payment screen to enter payment data for the invoice. Access to this link is secured and limited to only a specific group of authorized USDA-FSA Core User with Invoice payment authority.

B. Screens

1. Home Page (A_HOM_100)

The **COPS Home Page** allows the User to select options based on their User ID. The allowed options will be underlined, showing that the link is available.

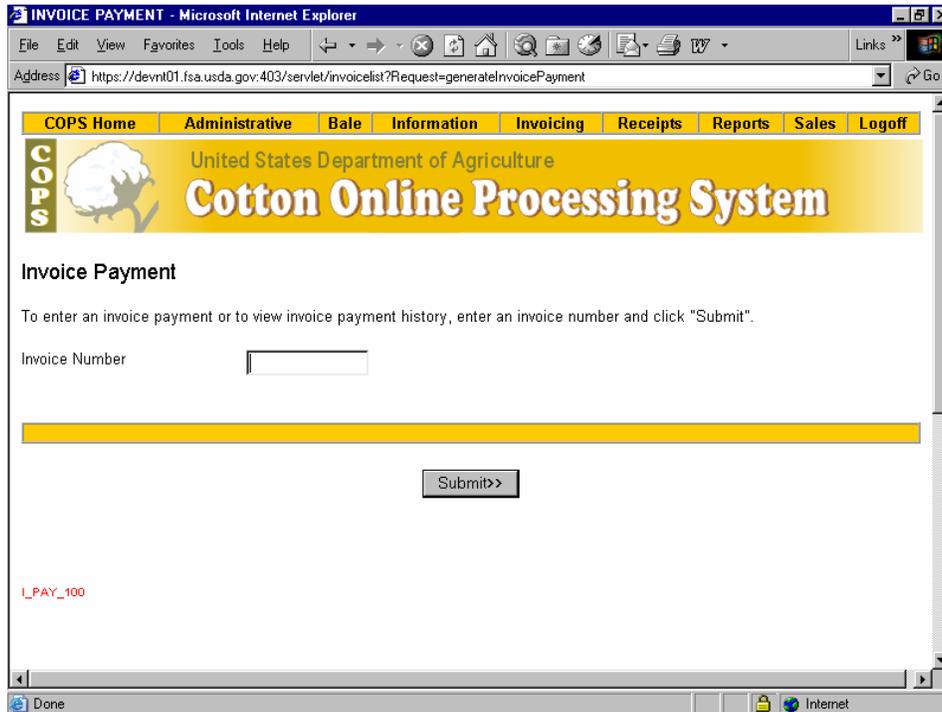
Along with the **Home Page**, there will appear on all screens (except on pop-up screens) along the top, a **Menu / Navigation bar** to assist in proceeding through the various menu options.



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2. Invoice Payment (I_PAY_100)

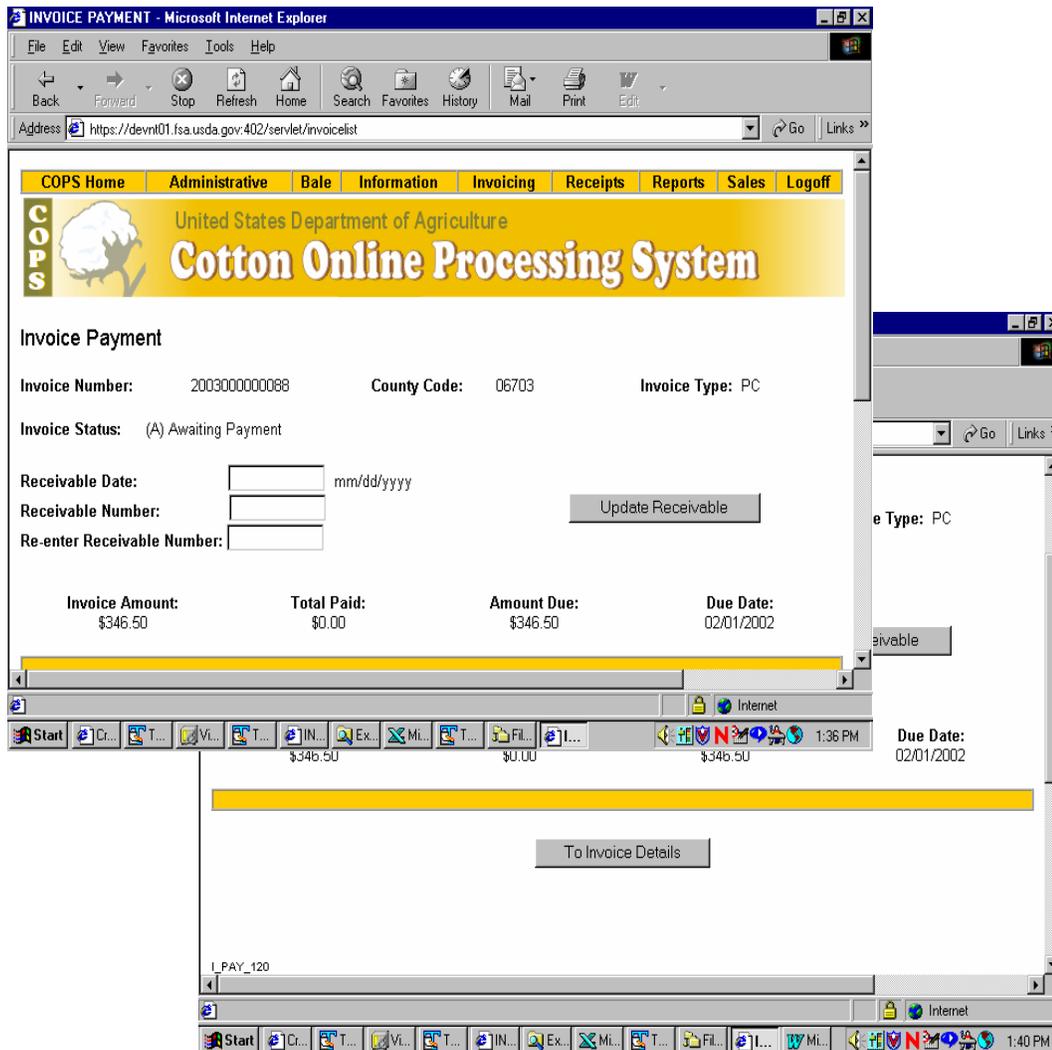
The **Invoice Payment** screen provides a method to either view invoice payment history or, for an authorized Core User, to enter receivable information for a Producer Collection Invoice or to enter payment information for a Buyer Invoice.



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3. Invoice Payment (I_PAY_120) (for Producer Collection Invoice)

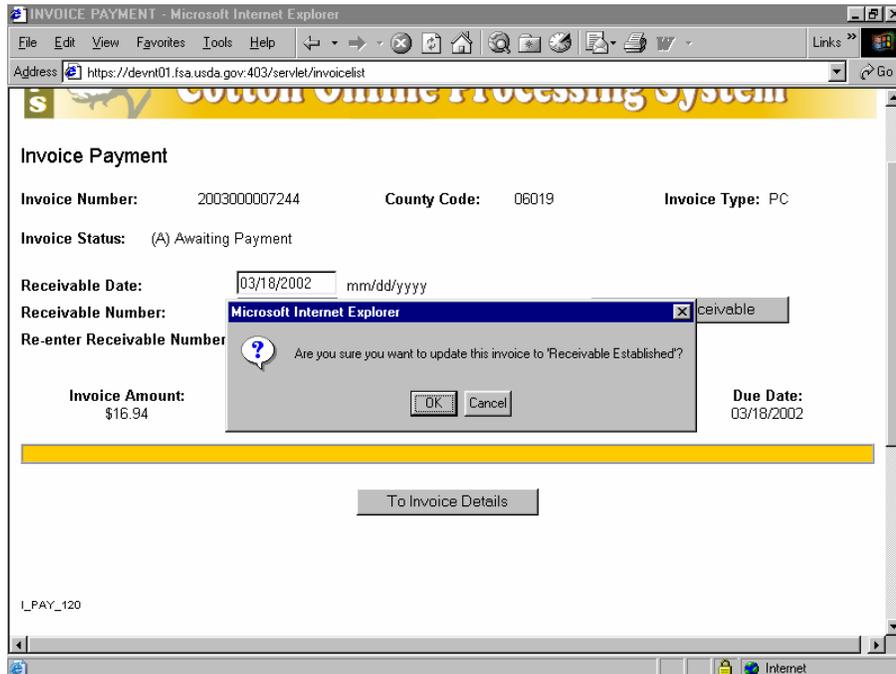
For the Producer Collection Invoice the **Invoice Payment** screen provides the status and history of payment(s) on the invoice. The ability to enter receivable information for the invoice is limited to authorized Core Users.



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5. Invoice Payment (I_PAY_120) (for Producer Collection Invoice / pop-up2)

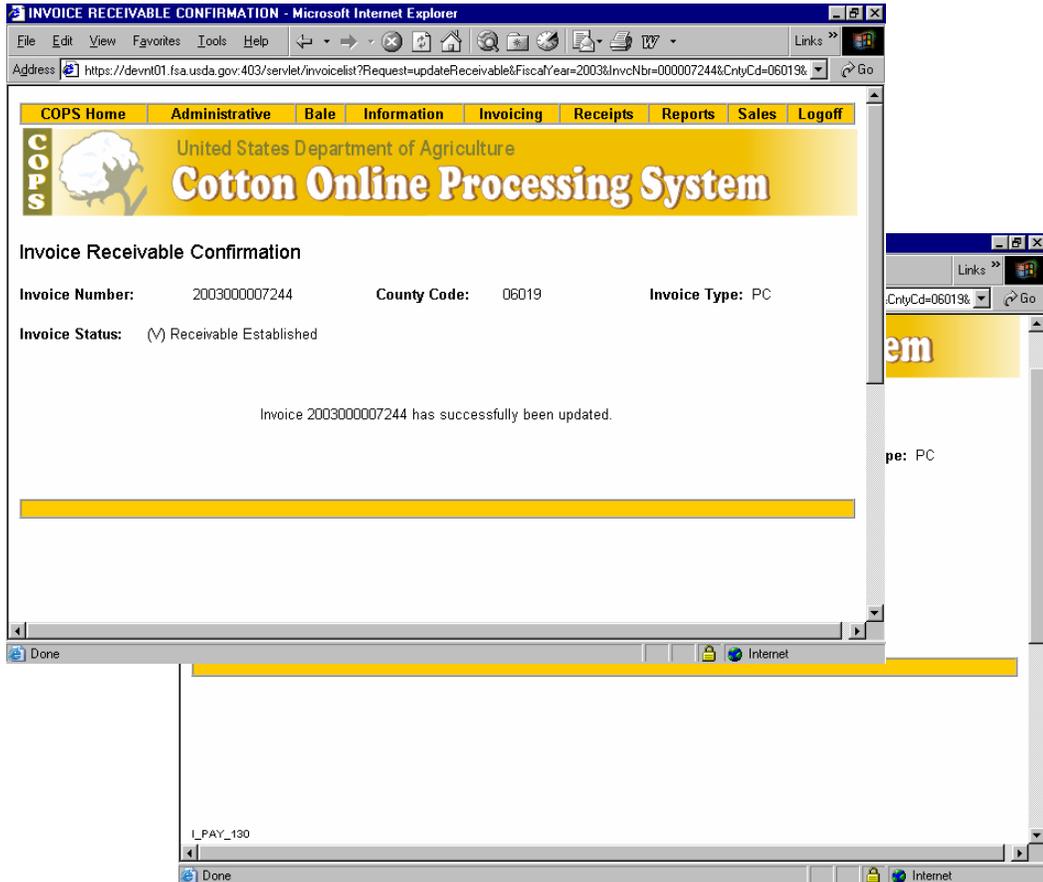
For the Producer Collection Invoice the **Invoice Payment** screen will have a pop-up window appear to verify the update of the invoice to "Receivable Established", after the authorized Core User enters the receivable information and clicks "Update Receivable".



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6. Invoice Receivable Confirmation (I_PAY_130)

After an authorized Core User has enter the receivable information, clicks "Update Receivable" and clicks "OK" on the pop-up screen, the **Invoice Receivable Confirmation** screen will provide confirmation information



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7. Invoice Payment (I_PAY_120) (for Buyer Invoice)

For the Buyer Invoice the **Invoice Payment** screen provides the status and history of payment(s) on the invoice. The ability to enter payment information for the invoice is limited to authorized Core Users.

Invoice Payment

Invoice Number: 2003000003197 Buyer Code: 8604 Invoice Type: BI

Invoice Status: (A) Awaiting Payment

Date Payment Received: mm/dd/yyyy

Time Payment Received: 0 : 00 AM CENTRAL TIME

Payment Amount:

Invoice Amount: \$2,109,263.06 Total Paid: \$2,100,000.06 Amount Due: \$9,263.00 Due Date: 10/30/2002

PAYMENT HISTORY

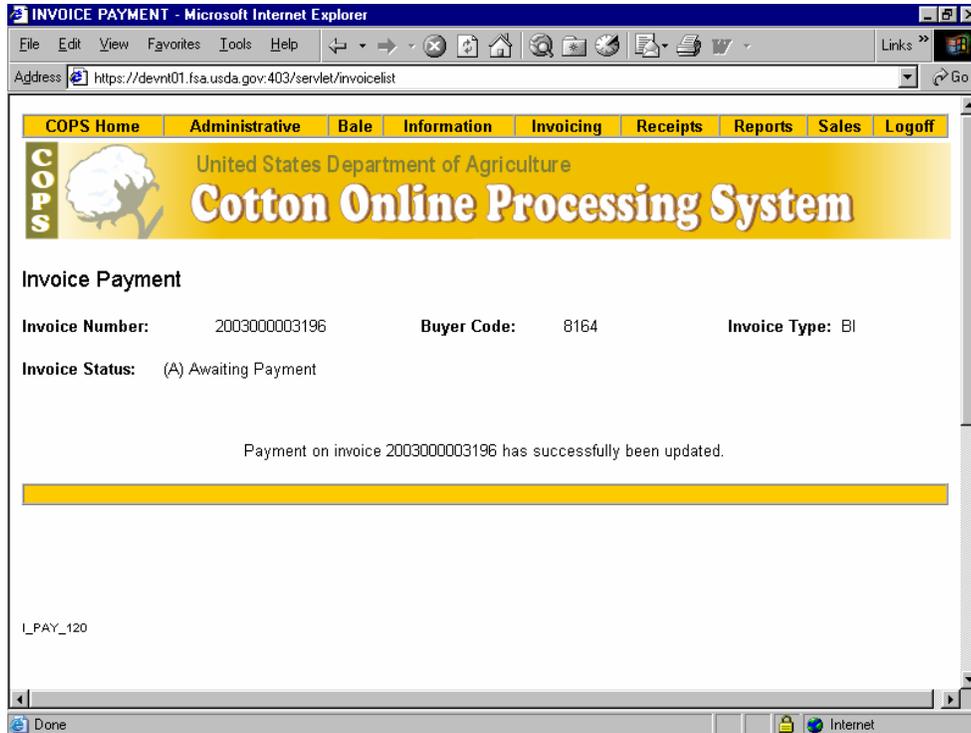
Payment #	Amount Paid	Date Paid	Date Entered
1	\$2,000,000.00	10/30/2002	06/30/2003
2	\$100,000.00	10/30/2002	06/30/2003

L_PAY_120

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8. Invoice Payment (I_PAY_120) (Confirmation of payment)

After an authorized Core User has entered the payment data and clicks "Process Payment", the **Invoice Payment** screen will provide confirmation information.



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C. Invoice Payment Access Instructions

If the Action is a letter (a), the corresponding results will have the same letter (a).

Step	Action	Results
1.	On the COPS Home Page , click the "Invoice Payment" link under the Invoice heading.	The Invoice Payment screen will be displayed (go to step 2).
2.	On the Invoice Payment screen, enter the Invoice Number for the invoice and click " Submit".	Based on the invoice type, different formats of the Invoice Payment screen will appear (for Producer Collection Invoice, go to step 3), (for Buyer Invoice, go to step 5).
3.	<p>On the Invoice Payment screen for the Producer Collection Invoice, do one of the following:</p> <p>a. To view the invoice details, click "To Invoice Details".</p> <p>b. For the Authorized Core User to establish a receivable, enter the receivable date, receivable number and re-enter receivable number, then click "Update Receivable".</p>	<p>a. Producer Collection Invoice Detail screen will appear (go to step 7).</p> <p>b. For the Authorized Core User entering receivable information, a pop-up window will appear to verify that the invoice is to be updated to 'Receivable Established' (go to step 4).</p>
4.	<p>On the Invoice Payment pop-up window to verify updating the invoice to 'Receivable Established, do one of the following:</p> <p>a. To update the invoice to 'Receivable Established', click "OK".</p> <p>b. To cancel and close the pop-up, click "Cancel"</p>	<p>a. The Invoice Receivable Confirmation screen will appear (use the Navigation/Menu bar at the top of the screen to close the screen and to go another option).</p> <p>b. The pop-up window will close on the Invoice Payment screen for a Producer Collection Invoice (go to step 3)</p>
5.	On the Invoice Payment screen	

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Step	Action	Results
	<p>for the Buyer Invoice, do one of the following:</p> <ul style="list-style-type: none"> c. To return to the Buyer Invoice Collection Letter, click "To Collection Letter". d. To view the invoice details, click "To Invoice Details". e. For the Authorized Core User to enter Buyer Invoice payment information, enter the date payment received, time payment received and the amount, then click "Process Payment". 	<ul style="list-style-type: none"> c. The Buyer Collection Letter screen will appear (go to step 7). d. The Buyer Invoice Detail screen will appear (go to step 7). e. For the Authorized Core User entering payment information, the Invoice Payment screen will display payment confirmation information (go to step 6).
6.	<p>On the Invoice Payment screen with payment confirmation information, do the following:</p> <ul style="list-style-type: none"> ◆ Use the Navigation/Menu bar at the top of the screen to go to another option. 	<ul style="list-style-type: none"> ◆ The Invoice Payment screen will close and the selected option screen will appear.
7.	<p>For further access information on the Producer Collection Invoice, Buyer Collection Letter and Buyer Invoice Detail screens, refer to User Guide section 4.2 Invoice Review.</p>	

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D. Function Tables for Screens

1. Home Page (A_HOM_100) Screen Functions

Selection	Description
Invoice Payment	Link to the Invoice payment process. The Invoice Payment screen will appear.
Command Buttons	Functions
<i>None on screen</i>	

2. Invoice Payment (I_PAY_100) Screen Functions

Selection	Description
Invoice Number	Enter the Invoice Number .
Command Buttons	Functions
Submit	Based on the type of invoice, the format of the Invoice Payment screen that appears will be for either Producer Collection Invoice to establish a receivable or Buyer Invoice payments.

3. Invoice Payment (I_PAY_120) for Producer Collection Invoice Screen Functions

Selection	Description
Invoice Number	Unique number assigned the invoice
County Code	The State and County code
Invoice type	Type code of invoice = PC (Producer Collection Invoice)
Invoice Status	Current status of invoice
Invoice Payment	
Receivable Date	Entered by Core User, the receivable date. .mm/dd/yyyy format
Receivable Number	Entered by Core User, the receivable number.
Re-enter Receivable Number	Entered by Core User, the receivable number re-entered..
Invoice Totals	
Invoice Amount	Amount of invoice
Total Paid	Total amount paid on invoice
Amount Due	Amount of invoice less total amount paid = amount due
Due Date	Date payment is due
Command	Functions

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Buttons	
Update Receivable	For Core User to update the invoice to "receivable established".
To Invoice Details	Return to Producer Collection Invoice screen.

4. Invoice Payment (I_PAY_120) for Producer Collection Invoice pop-up Screen Functions

Selection	Description
none	
Command Buttons	Functions
OK	Verification to continue and update the Producer Collection Invoice to "Receivable Established".
Cancel	To cancel the process to update the Production Collection Invoice to "Receivable Established"..

5. Invoice Receivable Confirmation (I_REV_130) for Producer Collection Invoice Screen Functions

Selection	Description
Invoice Number	Unique number assigned the invoice
County Code	The State and County code
Invoice type	Type code of invoice
Invoice Status	Current status of invoice
Message	Confirmation or problem message regarding the processing of the invoice receivable update.
Command Buttons	Functions
none	

6. Invoice Payment (I_PAY_120) for Buyer Invoice Screen Functions

Selection	Description
Invoice Number	Unique number assigned the invoice
Buyer Code	The Buyer's code
Invoice type	Type code of invoice
Invoice Status	Current status of invoice
Invoice Payment	
Date Payment	Entered by Core User, the date the invoice payment was received. If wire transfer of funds, the date wire received by the Federal Reserved Bank.

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Received	Mm/dd/yyyy format
Time Payment Received	Entered by Core User, the time the invoice payment was received. If wire transfer of funds, the time wire received by the Federal Reserved Bank. (Central Standard Time)
Payment Amount	Entered by Core User, the amount received as payment on the invoice.
Invoice Totals	
Invoice Amount	Amount of invoice
Total Paid	Total amount paid on invoice
Amount Due	Amount of invoice less total amount paid = amount due
Due Date	Date payment is due
Payment History	
Payment #	Order of payments
Amount Paid	Amount paid on invoice.
Date Paid	Date payment received.
Date Entered	Date payment entered by Core User
Command Buttons	Functions
Process Payment	For Core User to process the payment data entered for the invoice.
To Invoice Details	Returns to either Producer Collection Invoice or Buyer Invoice Details screen.
To Collection Letter	Returns to Buyer Collection Letter screen.

7. Invoice Payment - Confirmation (I_REV_120) for Buyer Invoice Screen Functions

Selection	Description
Invoice Number	Unique number assigned the invoice
Buyer Code	The Buyer's code
Invoice type	Type code of invoice
Invoice Status	Current status of invoice
Message	Confirmation or problem message regarding the processing of the invoice payment.
Command Buttons	Functions
none	

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E. History / Revision Log

Version #	Date	Description
1.0	JUN 30, 2003	New version of User Guide for 2003 COPS new look
1.1	AUG 1, 2003	New option on COPS Home Page. ♦ Updated pages with Home Page screens.
1.3	NOV 1, 2003	New option Duplicate Bales added to Home Page ♦ Updated pages with Home Page screen.
1.4	DEC 1, 2003	Two new options Invoice Certification & Certification Recap added to Home Page ♦ Updated pages with Home Page screen.
1.7	JAN 5, 2006	New options on Home page ♦ Updated Home Page (A_HOM_100) screen.