United States Department of Agriculture

Cotton Online Processing System

User Guide

Section 4.5

Online CCR Redemptions

March 2008 – User Guide version 2.9

Instructions for Merchants to Redeem Cotton Loan Bales Using the Cotton Online Processing System (COPS) Centralized Cotton Redemption Process

Overview

These instructions show Cotton Merchants (buyers) how to access and use the new COPS web-based Centralized Cotton Redemption (CCR). This process will allow merchants to redeem 1500 or fewer bales on line without needing to contact any FSA County Office or Loan Serving Agent (LSA) to assist with the redemption. This new process will simplify and speed release of redeemed loan bales compared to redemptions submitted to a County Office.

Merchants will have the ability to select and redeem upland cotton from more than one price support loan from either one FSA County Office or one LSA per invoice. This User Guide is to assist buyers in accessing COPS to create the CCR invoice, and then review the CCR Buyer Collection Letter, Itemized Activity, and CCR Buyer Invoice.

There are four steps in the CCR process: 1) CCR Buyer Setup to establish CCR security and authorities; 2) EAD (Electronic Agent Designation) Holdership; 3) Creating the CCR Invoice; and 4) Payment and release of receipts.

CCR Buyer Setup

Before the buyer can process a cotton redemption using COPS, the buyer must have a valid COPS ID with access authority. Buyers that do not have a valid COPS ID can request one for system access by going to www.fsa.usda.gov/cotton. Click the GUEST LOGON button and then from the COPS Home Page, under the "Administrative" tab (upper left corner) click the "System Access Request" link. Complete and submit the access request form. COPS will notify the buyer once the system access is granted.

Also, send an e-mail to Shannon Fulghem (shannon.fulghem@kcc.usda.gov) or call 816-926-1533 to request the "Buyer Setup Information forms". Complete and return the forms. Once access has been granted, the buyer will access the COPS website under the Buyer Set-up option to acknowledge acceptance of the terms and conditions for using this system.

CCR Processing - EAD Holdership

Before creating the CCR invoice listing bales for redemption, the following must be coordinated:

- Buyer and Producer coordinate for completion of CCC-605 giving Electronic Agent Designation (EAD) to the buyer. The CCC-605 needs to be delivered to the County Office if, at the time of loan making, the loan EAD flag was not set to "Y". The EAD record must be established through the electronic warehouse receipt Provider by the producer's agent. The Provider will be notified by COPS of the EAD eligibility of receipts.
- Buyer coordinates with Provider to have EAD Holder Ids for bales transmitted to COPS.

CCR Processing - CCR Invoice

- Buyer logs on to the COPS homepage to create the CCR invoice for redemption. The buyer will click the CCR Invoice Request link.
- Buyer enters information on the criteria screen. A message will appear if the number of bales entered exceeds the maximum of 1,500 bales
- Buyer will click BUILD to create the request. COPS validates the bales and displays both valid and error bales.
- Buyer has the option of creating or canceling the invoice. The buyer may then click SUBMIT to generate the invoice.
- Once the CCR Invoice has been created, COPS emails the buyer and County Office or LSA associated with the CCR Invoice.
- Buyer signs onto COPS and reviews CCR Buyer Collection Letter via the Invoice Review link for the CCR Invoice wire instructions.

CCR Processing - Payment and Release Receipts

- Buyer will wire transfer funds to CCC Federal Reserve account.
- Once the wire payment is received and entered into COPS by CCC, the receipts are released.

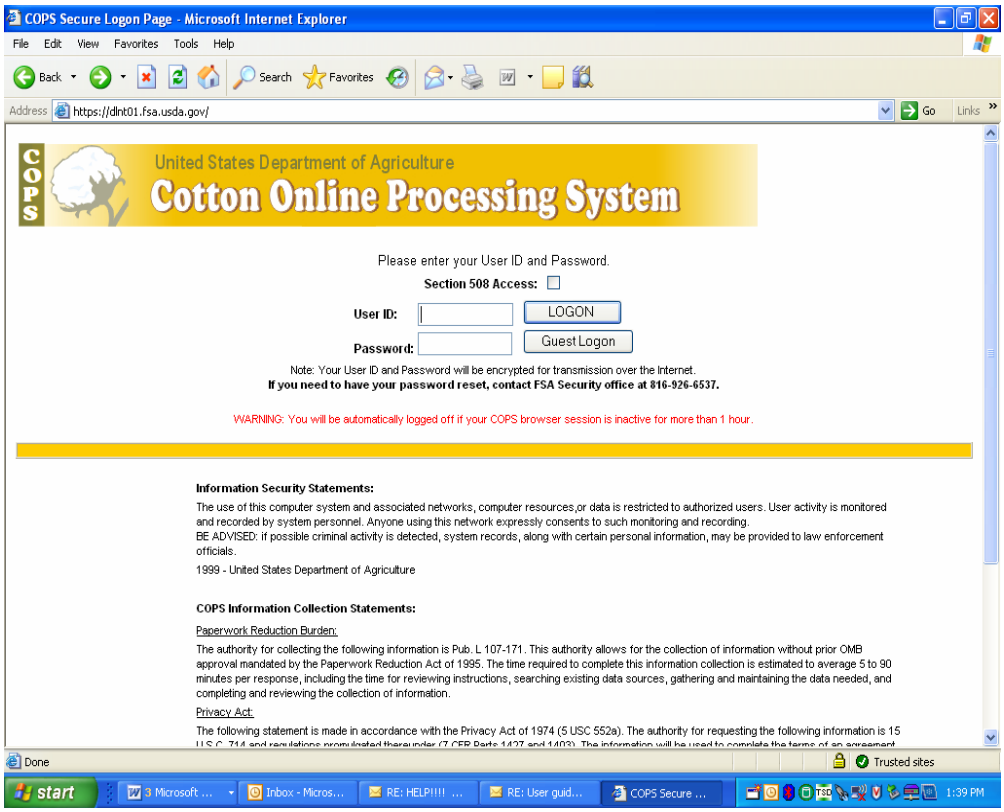
After payment, the Buyer signs onto COPS and, by selecting the Invoice Number, creates an Invoice Download text file to save on the Buyer's system for processing the CCC-500 information.

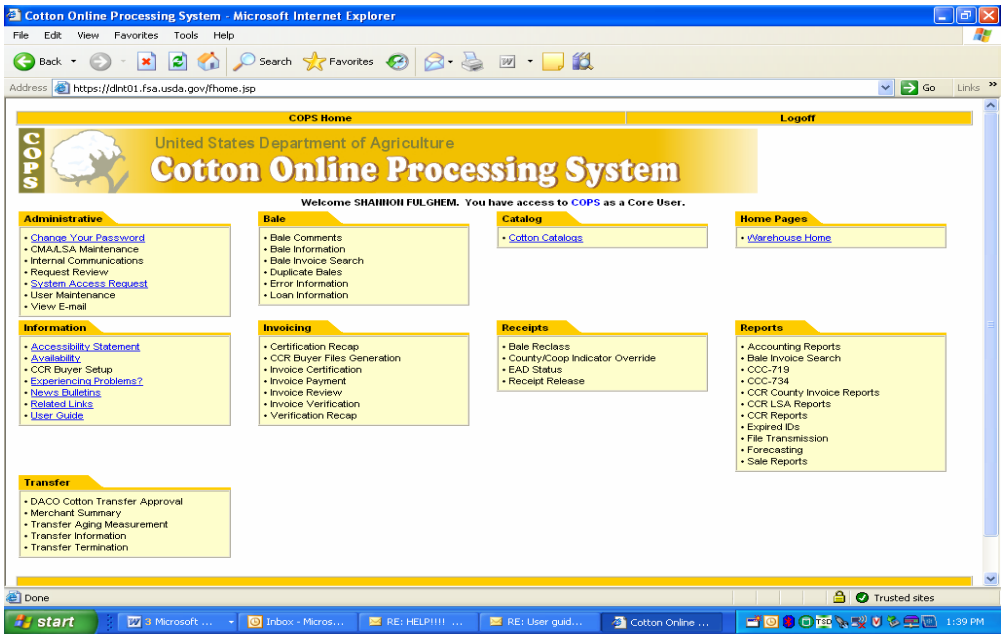
If the CCR invoice includes a mix of bales, some having negative repayment values, along with other bales with positive values, all invoiced bales will be automatically released upon receipt of fund. However, if the invoiced bales all have negative repayment values, the buyer is required to accept and trigger the release of bales. In both cases, the County Office(s) will be notified to create a check for the negative repayment amount.

The following pages provide screen-print examples of using COPS for obtaining system access and redeeming cotton loan collateral. For questions or additional information about this process contact either Shannon Fulghem at 816-926-1533, or email: shannon.fulghem@kcc.usda.gov; or Shanita Hines at 202-720-9888, or email: shanita.hines@wdc.usda.gov.

COPS Home Page (www.fsa.usda.gov\cotton)

To request COPS access the buyer will click on the Guest Logon button.

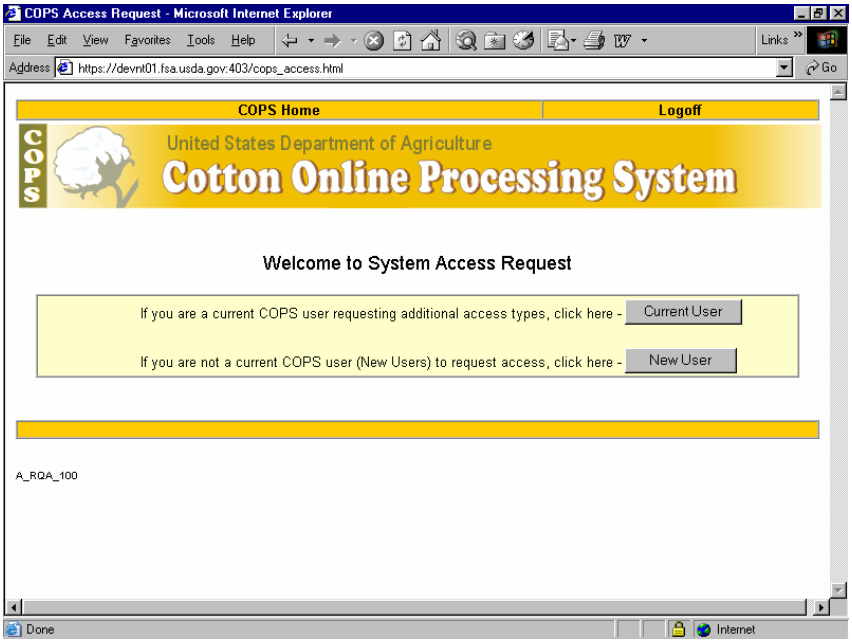




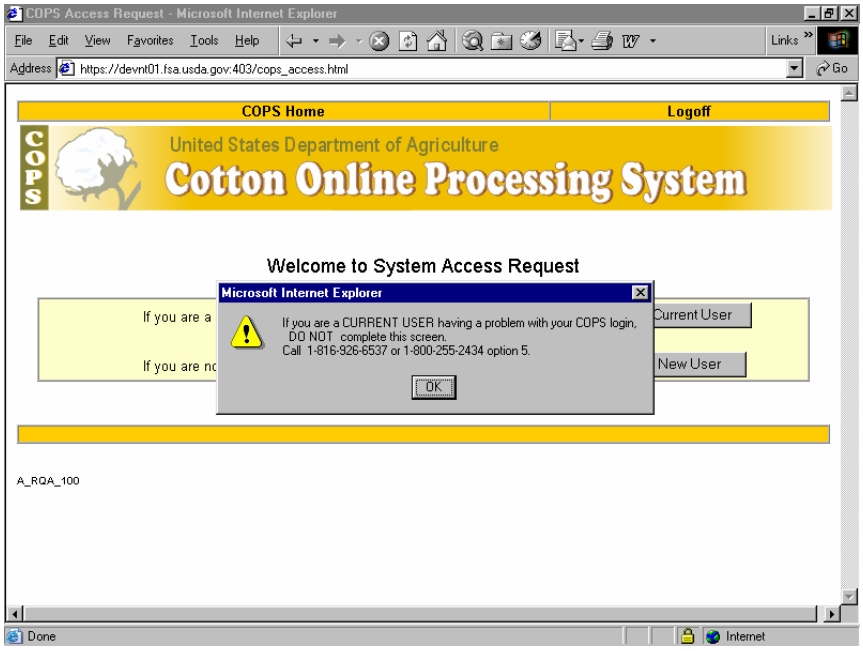
System Access Request

The System Access Request screen allows the new user to request access and a current user to request additional access types.

Click on the New User button

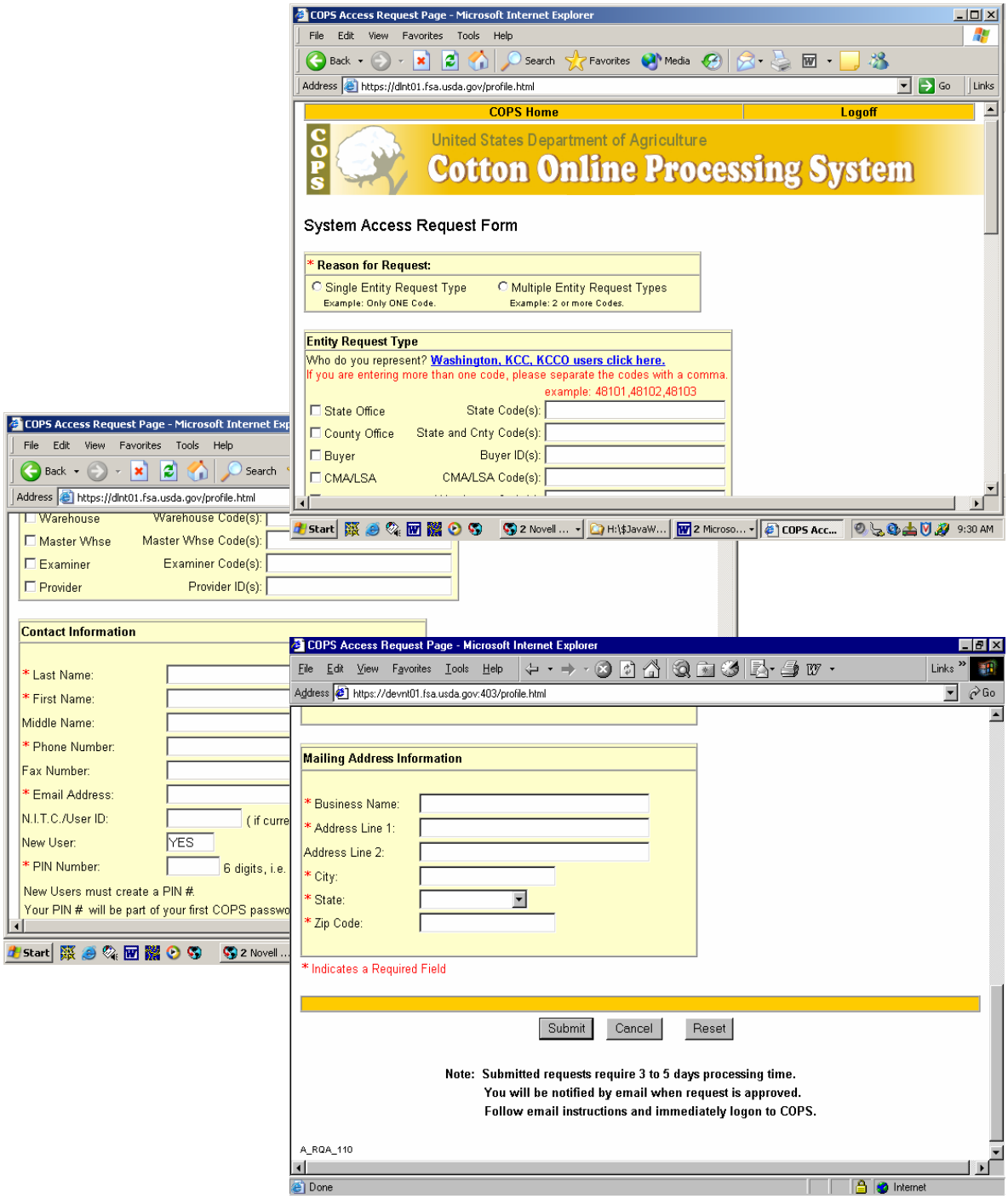


A pop-up box will be displayed that allows verification of a new user making the request.



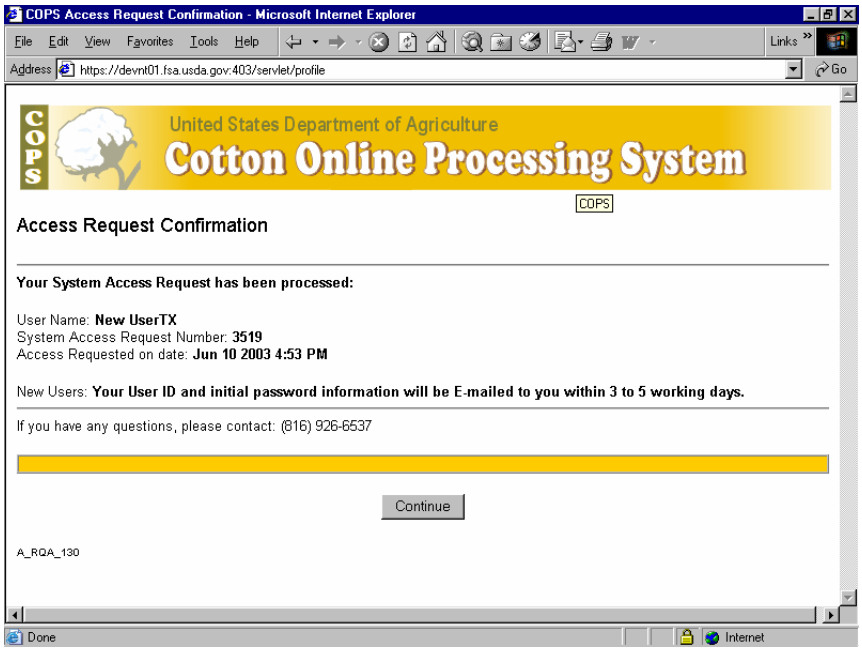
System Access Request Form

On the System Access Request Form screen, the new user completes the required information regarding entity type or types, contact and mailing address information. A current user may verify and update contact and mailing address information and request additional entity types. User must indicate reason for request, selecting 'Single Entity Request Type" or "Multiple Entity Request Type".



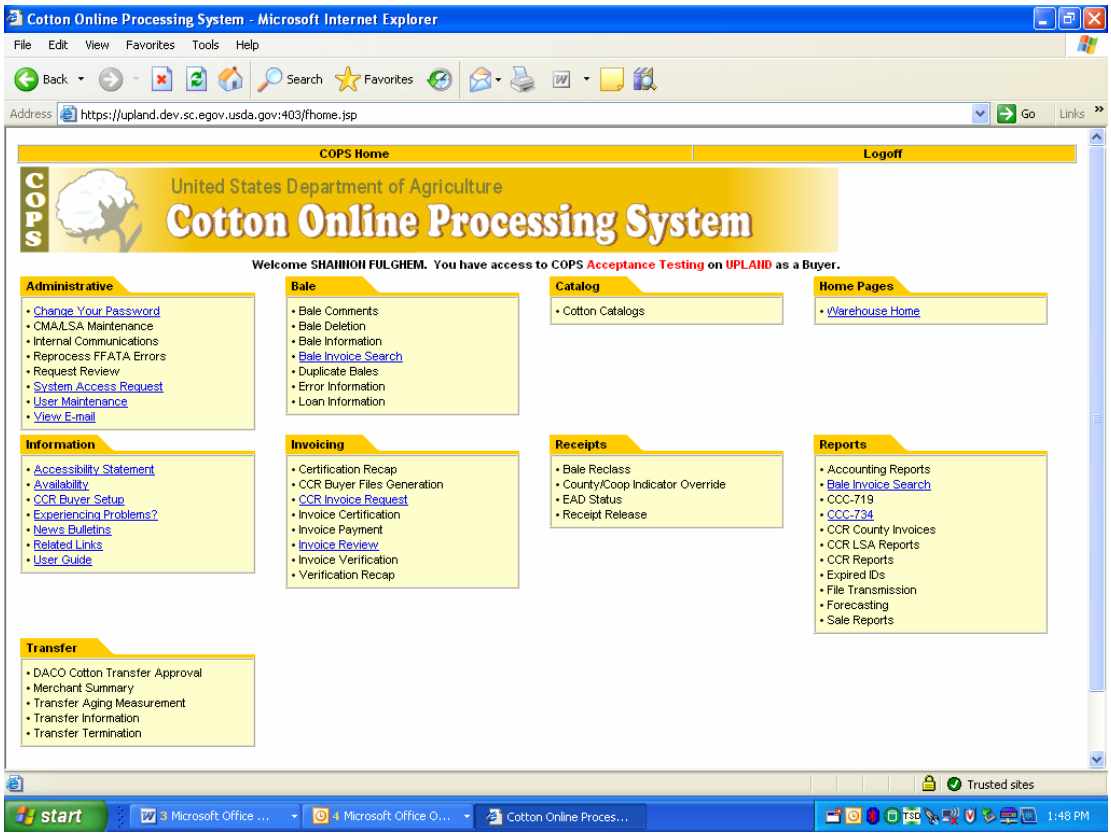
Access Request Confirmation

The Access Request Confirmation screen notifies the User that the System Access Request has been processed. The application will be automatically sent to a security official to assign a FSA/NITC (National Information Technology Center) User ID and password to be emailed to the user.



CCR Invoice Request

To create CCR Invoices click the "CCR Invoice Request" option.



Buyer will:

enter the state/county

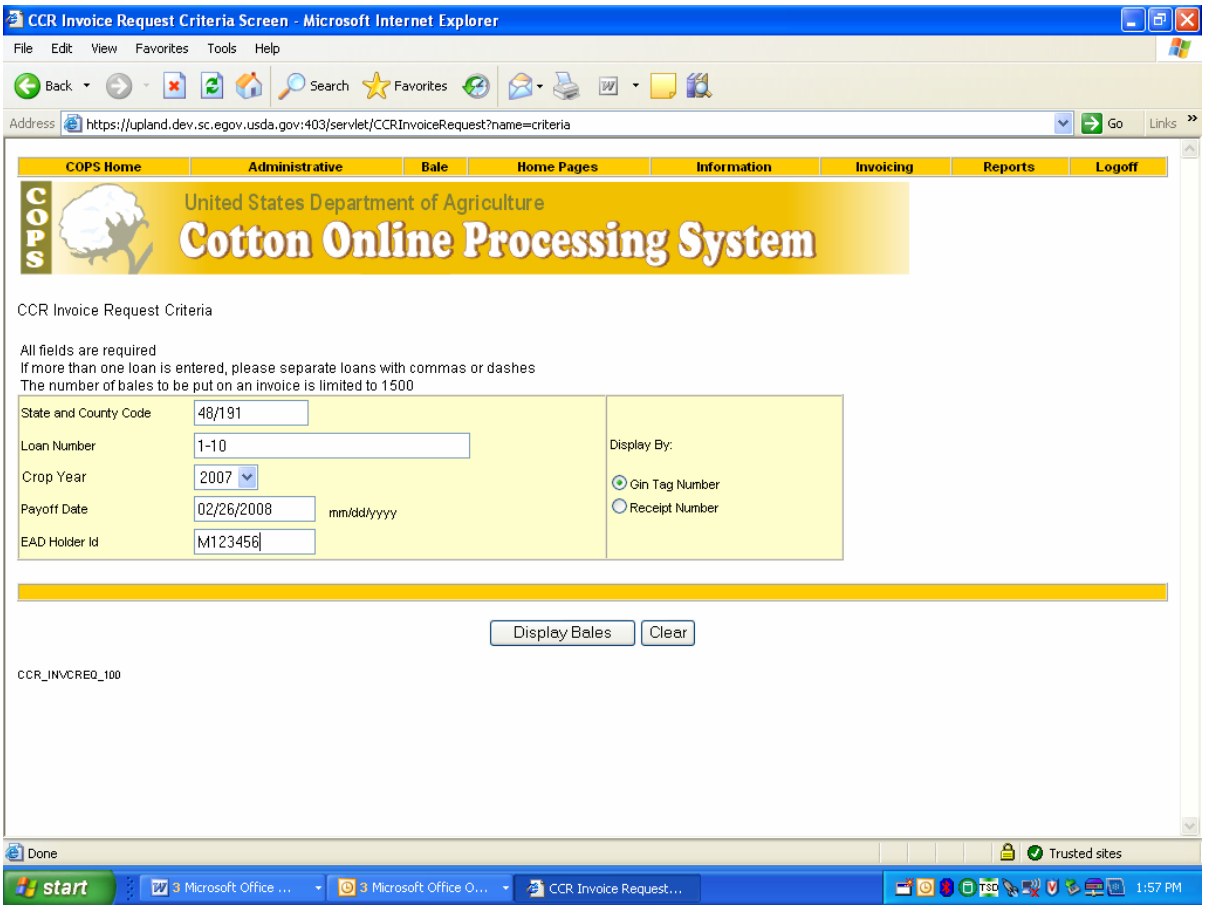
loan number

select the crop year

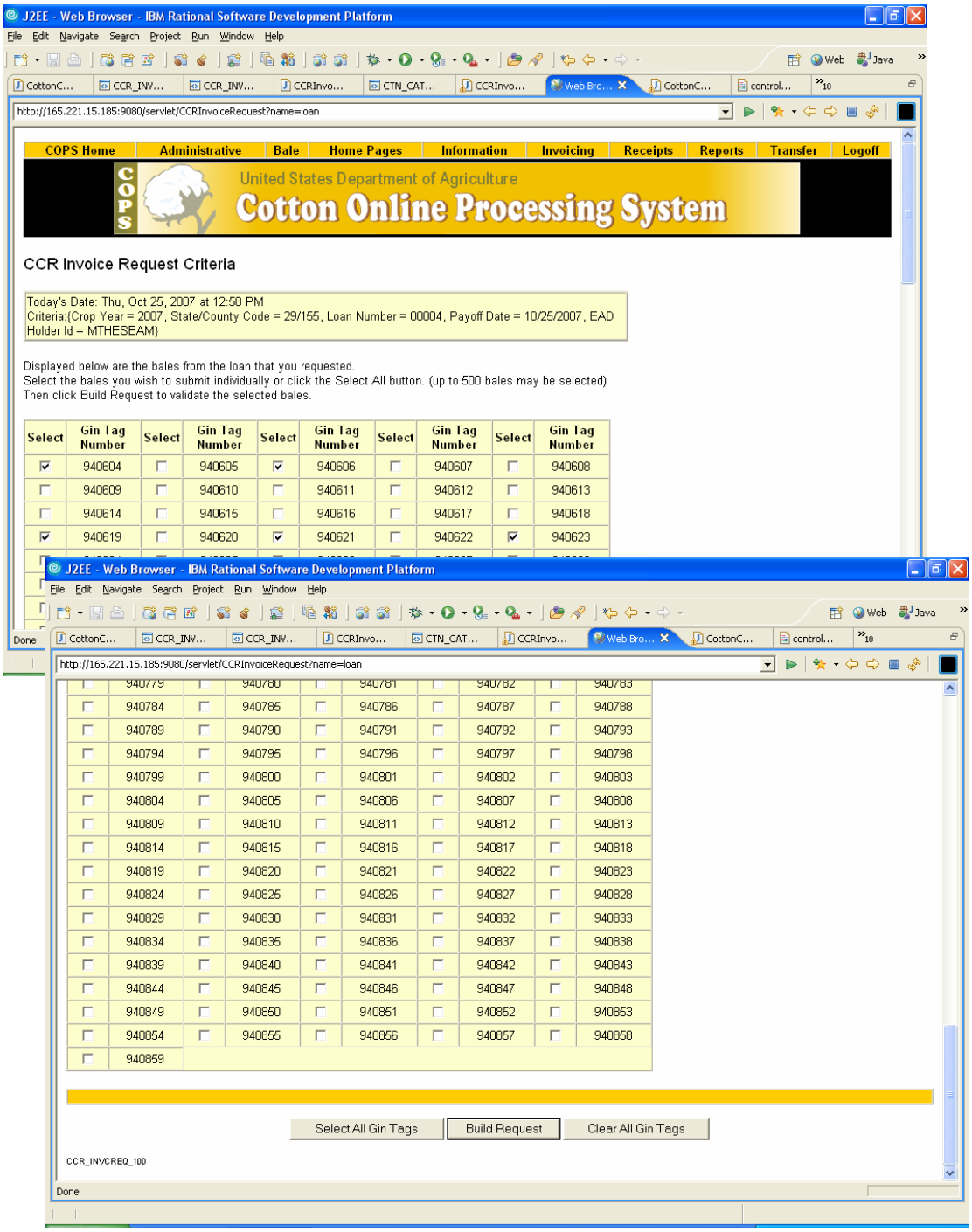
enter the payoff date

enter the EAD Holder Id

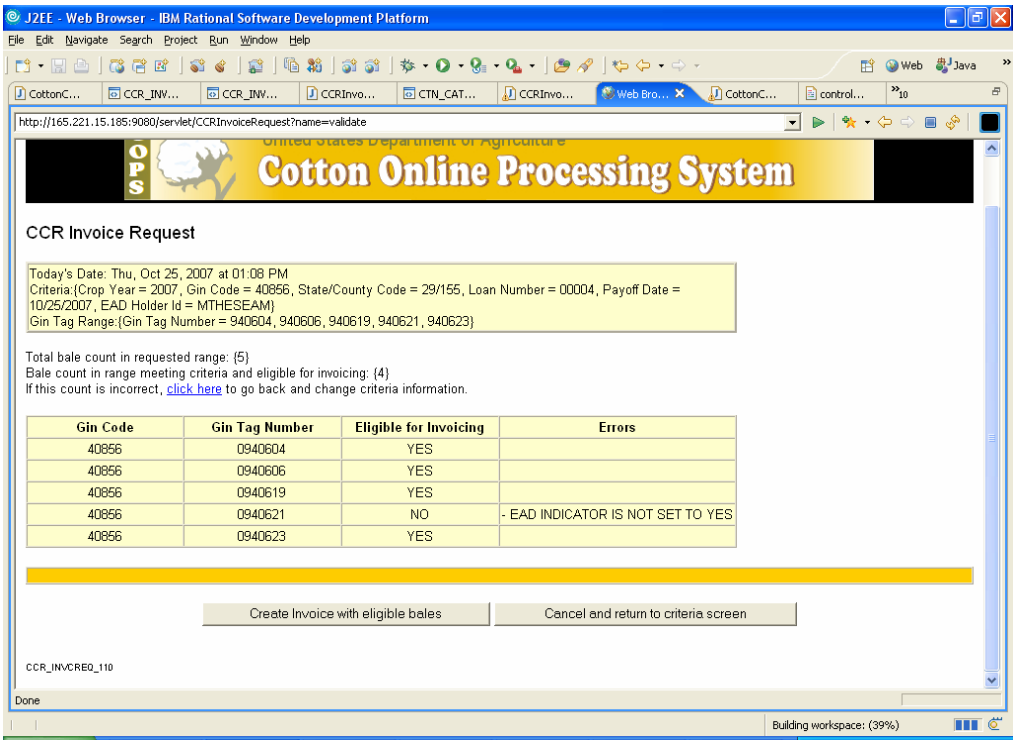
click "Display Bales"



After entering criteria and selecting the Display Bales button on the criteria screen the bales will be displayed. The buyer selects the bales or clicks the select all button on the screen for the bales to create a work list. Only bales that are still under loan will be displayed.



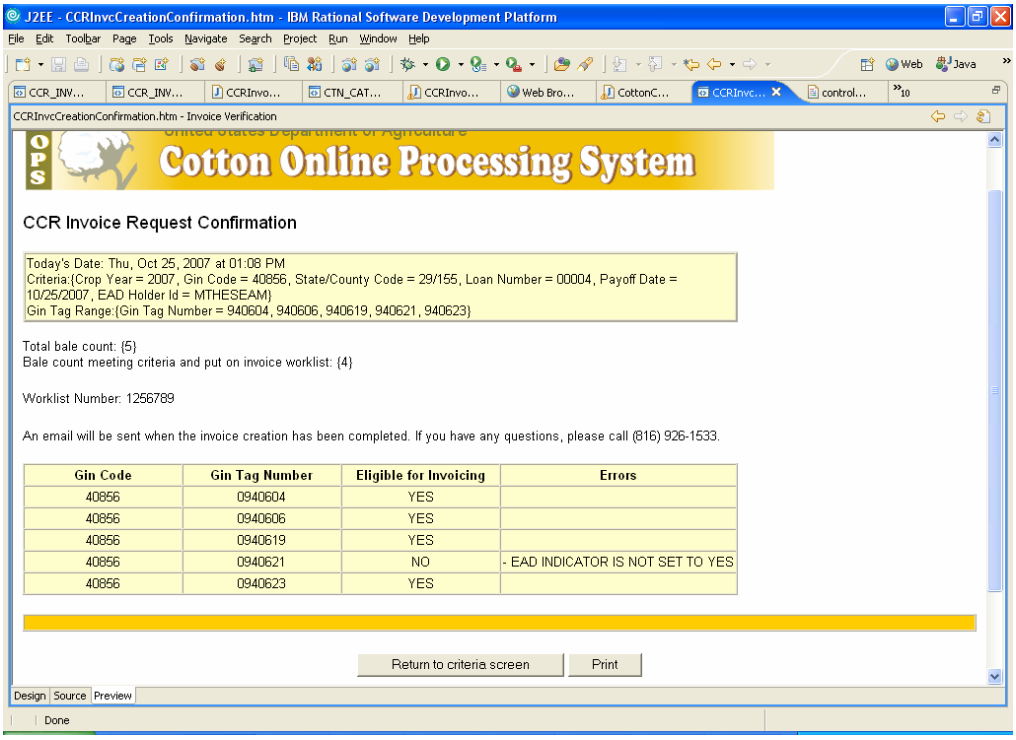
After the buyer selects the bales and clicks the Build Request button, a screen displays the bales are eligible for invoicing and any errors. The buyer can create the invoice with the eligible bales or cancel and return to the criteria screen.



CCR Acknowledgment Error description:

Error Description
BALE NOT FOUND
MULTIPLE BALES FOUND MATCHING CRITERIA
BALE TRANSFER IN PROGRESS
BALE NOT UNDER LOAN
BALE CURRENTLY HAS A CCR PROCESS IN PROGRESS
EAD INDICATOR IS NOT SET TO YES
AWP RATE NOT FOUND FOR PAYOFF DATE
NO RCPT FOUND
CCC NOT HOLDER
TRANSACTION ERRORS
NOT UPLAND COTTON
NOT COUNTY LOAN
CLASSING ERRORS
NO VALID HOLDER
PAYOFF DATE AFTER LOAN MATURITY DATE
PAYOFF DATE BEFORE LOAN DISBURSEMENT DATE
NO VALID EAD HOLDER
MIXED TRANSFER TERMINATIONS WITH REGULAR CCR

Once the request is submitted, a confirmation screen is displayed stating the request has been submitted for invoicing. The print button will allow printing of the confirmation screen and the Return to criteria screen button returns the user to the CCR Invoice Criteria screen.



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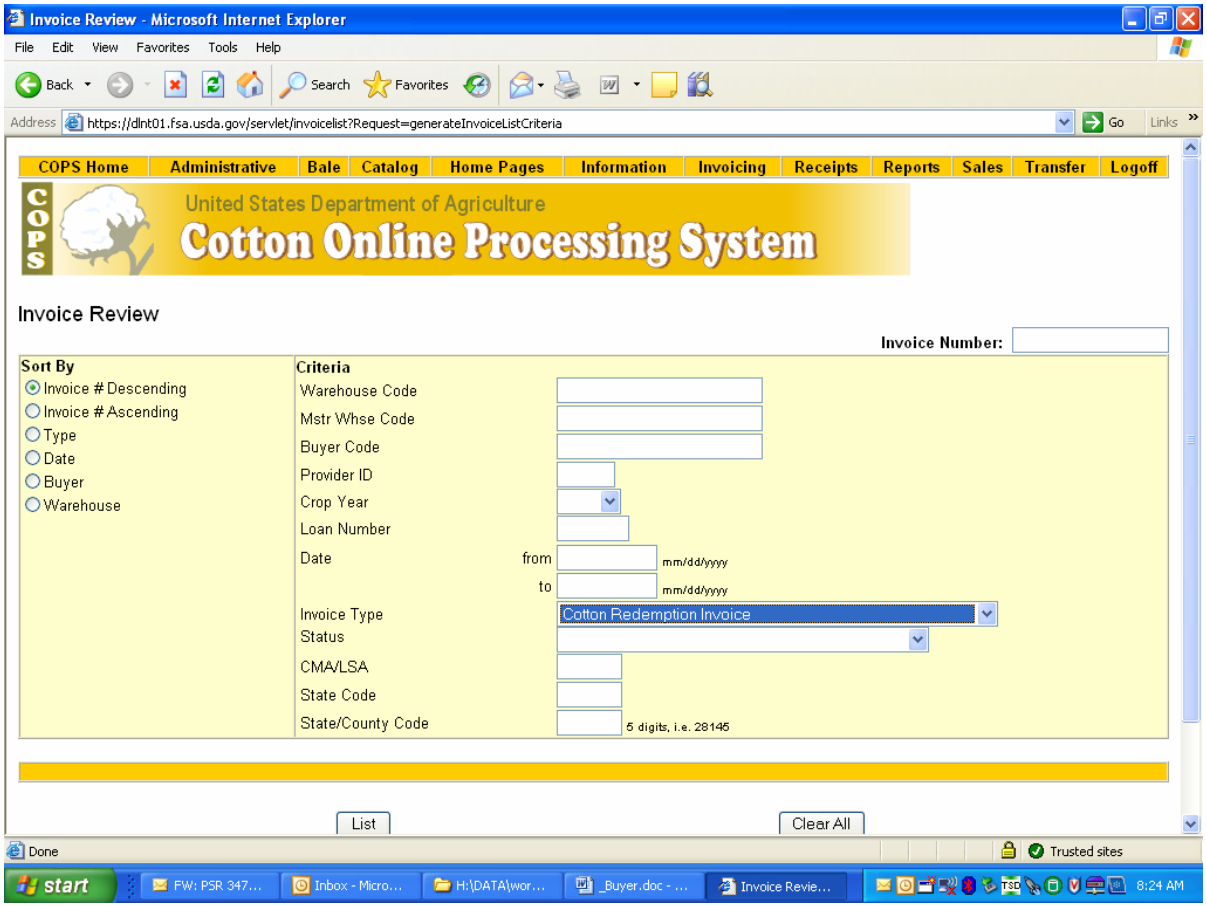
Invoice Review

COPS will send an email to the buyer when the invoice is created and ready to be paid.

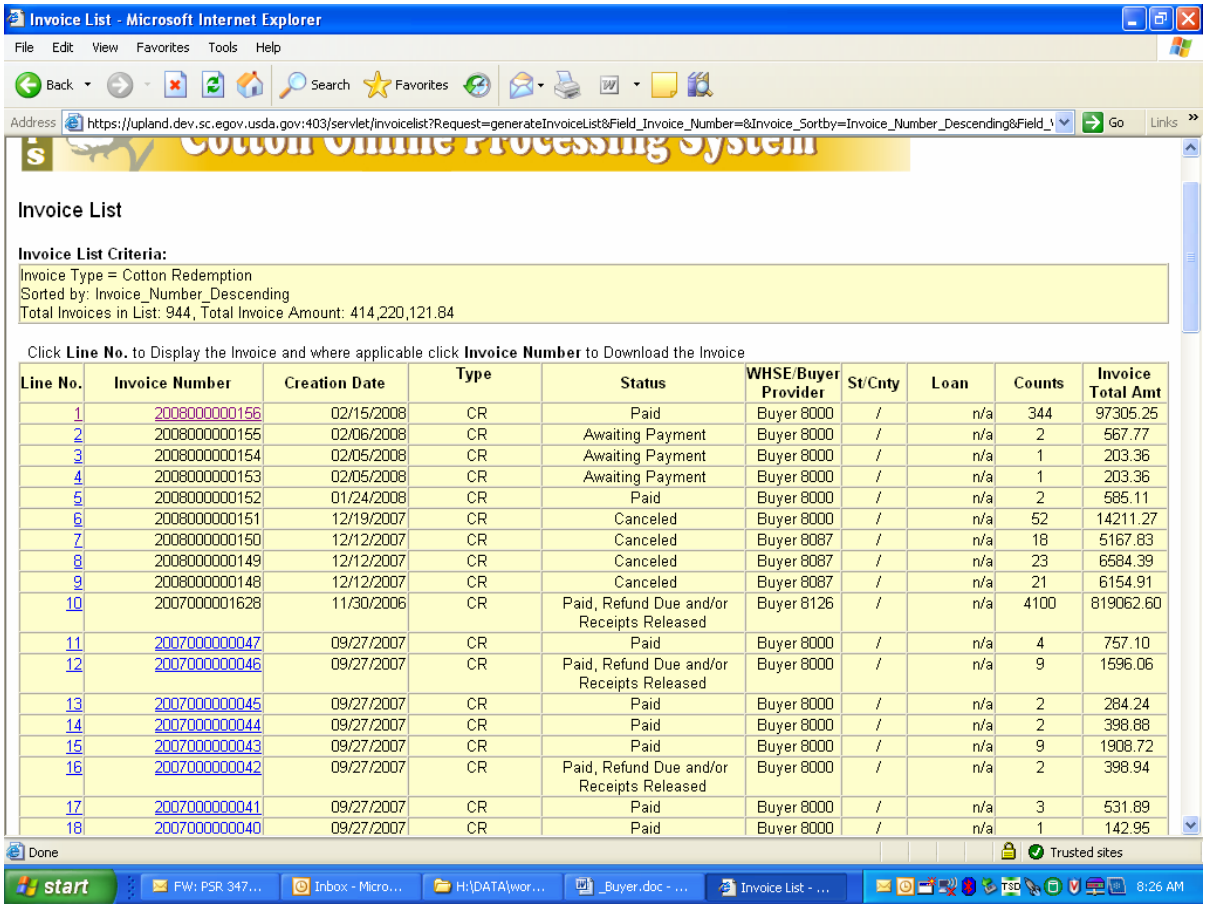
To view the invoice:

- logon on the COPS website
- click on the Invoice Review
- view the CCR invoice
- select Invoice Type of 'Cotton Redemption Invoice'.
- click “List”



The Invoice List screen will display the CCR invoices.

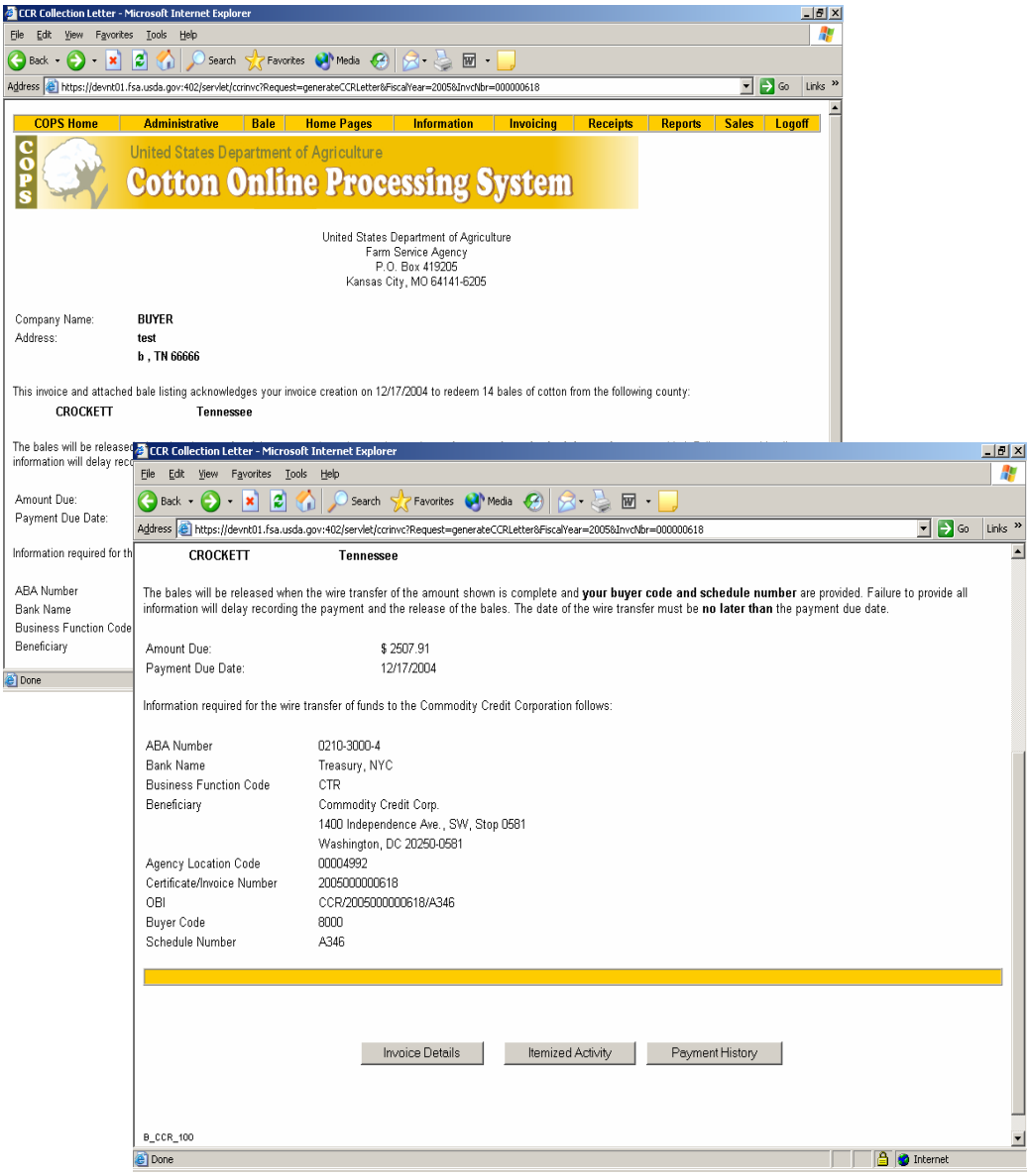
To select a CCR invoice to view, click the line number.



Line No.	Invoice Number	Creation Date	Type	Status	WHSE/Buyer Provider	St/Cnty	Loan	Counts	Invoice Total Amt
1	2008000000156	02/15/2008	CR	Paid	Buyer 8000	/	n/a	344	97305.25
2	2008000000155	02/06/2008	CR	Awaiting Payment	Buyer 8000	/	n/a	2	567.77
3	2008000000154	02/05/2008	CR	Awaiting Payment	Buyer 8000	/	n/a	1	203.36
4	2008000000153	02/05/2008	CR	Awaiting Payment	Buyer 8000	/	n/a	1	203.36
5	2008000000152	01/24/2008	CR	Paid	Buyer 8000	/	n/a	2	585.11
6	2008000000151	12/19/2007	CR	Canceled	Buyer 8000	/	n/a	52	14211.27
7	2008000000150	12/12/2007	CR	Canceled	Buyer 8087	/	n/a	18	5167.83
8	2008000000149	12/12/2007	CR	Canceled	Buyer 8087	/	n/a	23	6584.39
9	2008000000148	12/12/2007	CR	Canceled	Buyer 8087	/	n/a	21	6154.91
10	2007000001628	11/30/2006	CR	Paid, Refund Due and/or Receipts Released	Buyer 8126	/	n/a	4100	819062.60
11	2007000000047	09/27/2007	CR	Paid	Buyer 8000	/	n/a	4	757.10
12	2007000000046	09/27/2007	CR	Paid, Refund Due and/or Receipts Released	Buyer 8000	/	n/a	9	1596.06
13	2007000000045	09/27/2007	CR	Paid	Buyer 8000	/	n/a	2	284.24
14	2007000000044	09/27/2007	CR	Paid	Buyer 8000	/	n/a	2	398.88
15	2007000000043	09/27/2007	CR	Paid	Buyer 8000	/	n/a	9	1908.72
16	2007000000042	09/27/2007	CR	Paid, Refund Due and/or Receipts Released	Buyer 8000	/	n/a	2	398.94
17	2007000000041	09/27/2007	CR	Paid	Buyer 8000	/	n/a	3	531.89
18	2007000000040	09/27/2007	CR	Paid	Buyer 8000	/	n/a	1	142.95

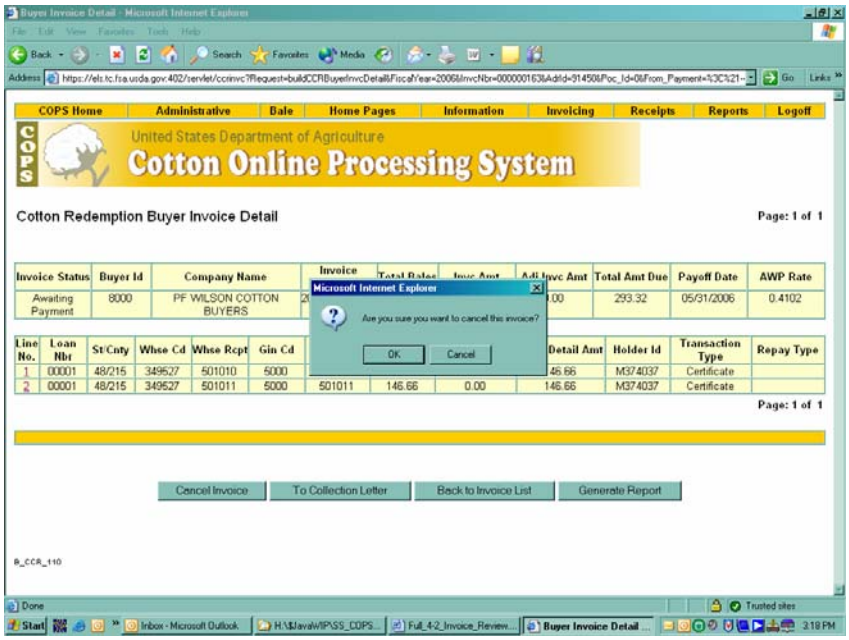
CCR Invoice Collection Letter

The CCR Invoice Collection Letter will be displays the information about the Centralized Cotton Redemption (CCR) invoice. The letter contains the buyer's name and address. It also contains an acknowledgement with the date of invoice creation, the number of bales along with their State and County or LSA, the amount due for the invoice, information required for the wire transfer of funds to pay the invoice, the buyer's code, a schedule number, and the invoice number**.**

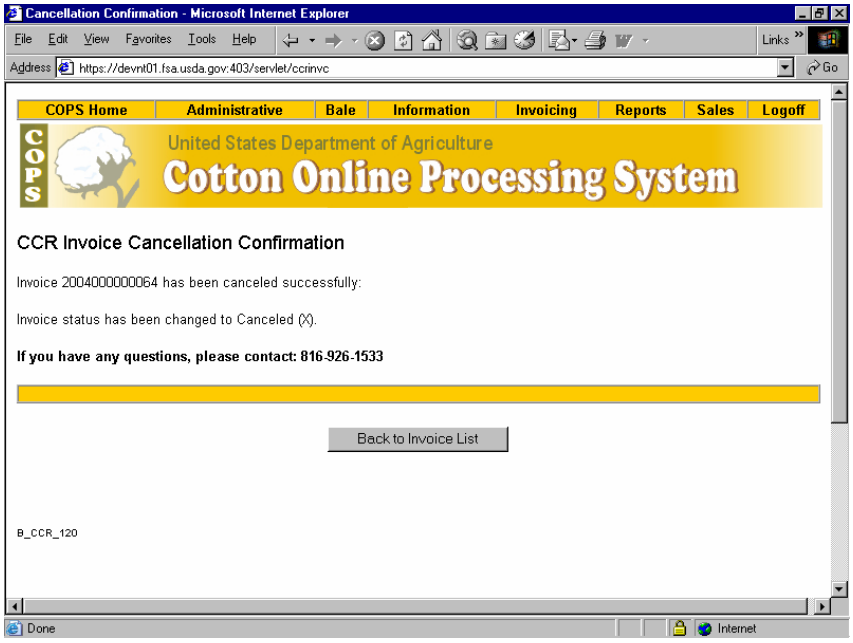


Canceling the CCR invoice

The Buyer may cancel a CCR invoice prior to payment being received. When the invoice is canceled, the bales are returned to original status.

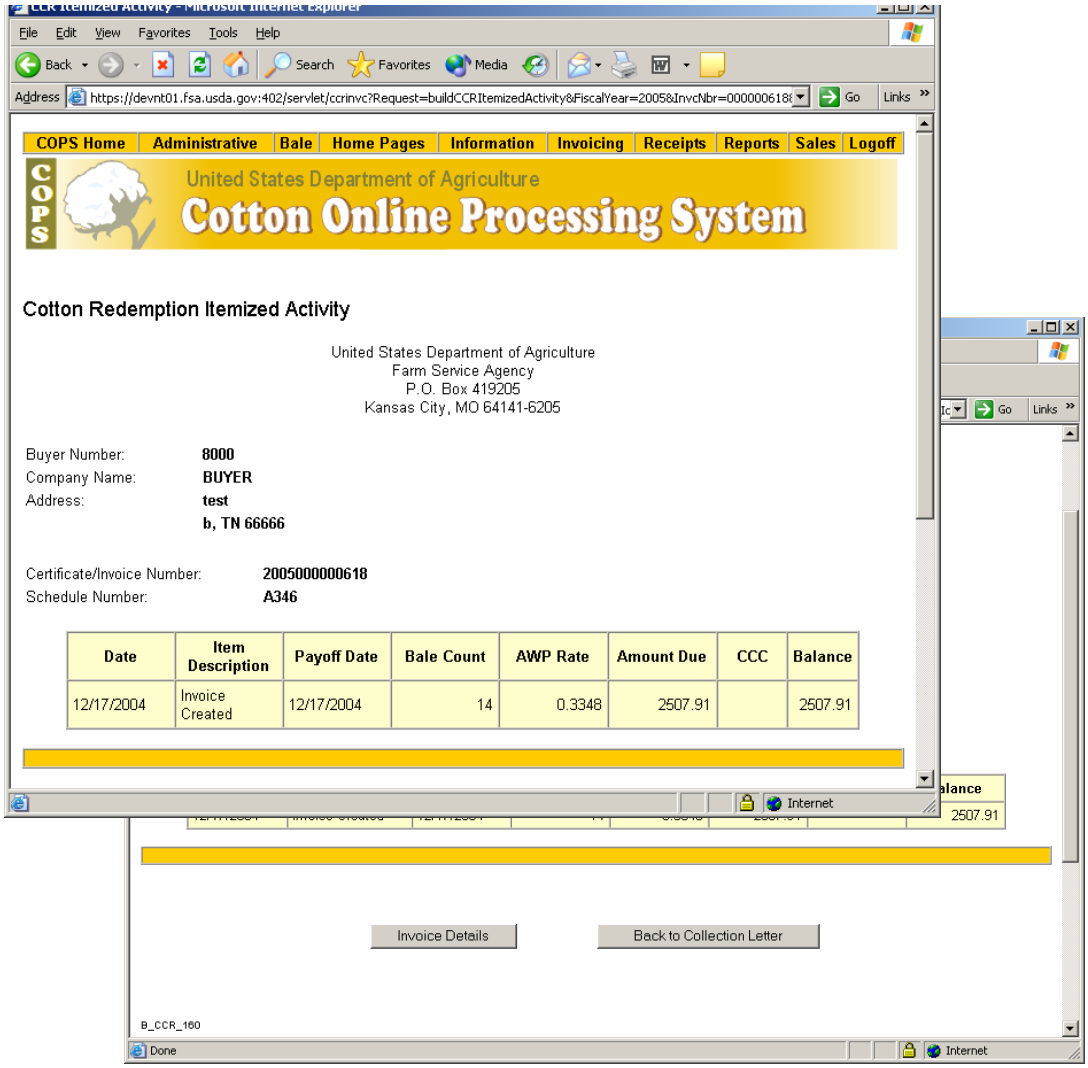


The CCR Invoice Cancellation Confirmation screen verifies that the invoice is cancelled. An email is created and to the buyer. Email subject will include invoice number, schedule number and cancel date information.



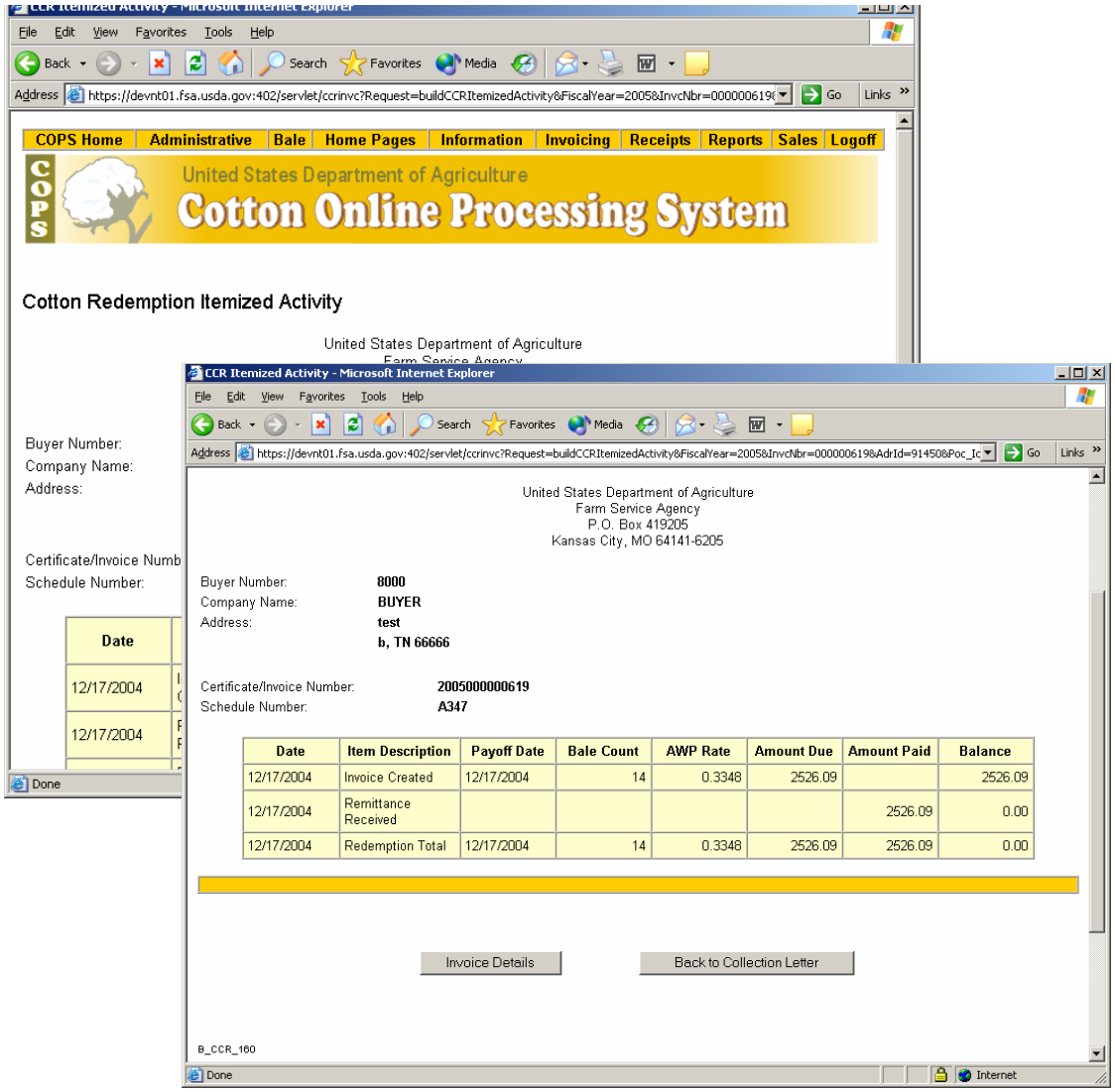
CCR Itemized Activity (before payment)

After the creation of the CCR Invoice, the "Cotton Redemption Itemized Activity" screen displays information about the invoice. This first line of the itemized activity displays the creation date, payoff date, description of the activity, number of bales on the invoice and amount due on the invoice, followed by a column of the balance.



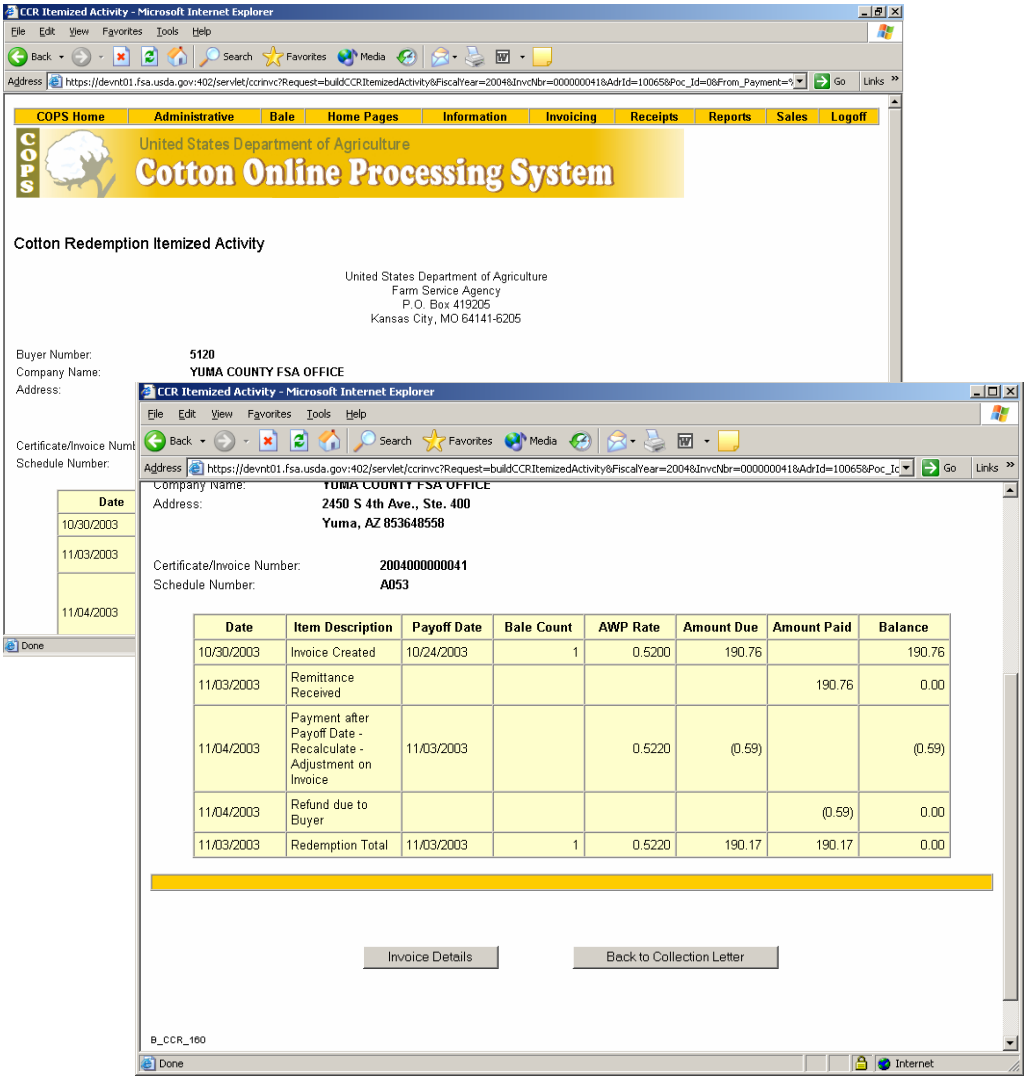
CCR Itemized Activity (after payment)

After payment of the CCR Invoice, the "Cotton Redemption Itemized Activity" screen displays more information about the invoice. This second line of the itemized activity displays the payment date and payment amount received for the invoice, followed by a column of the balance. A total row appears at the bottom.



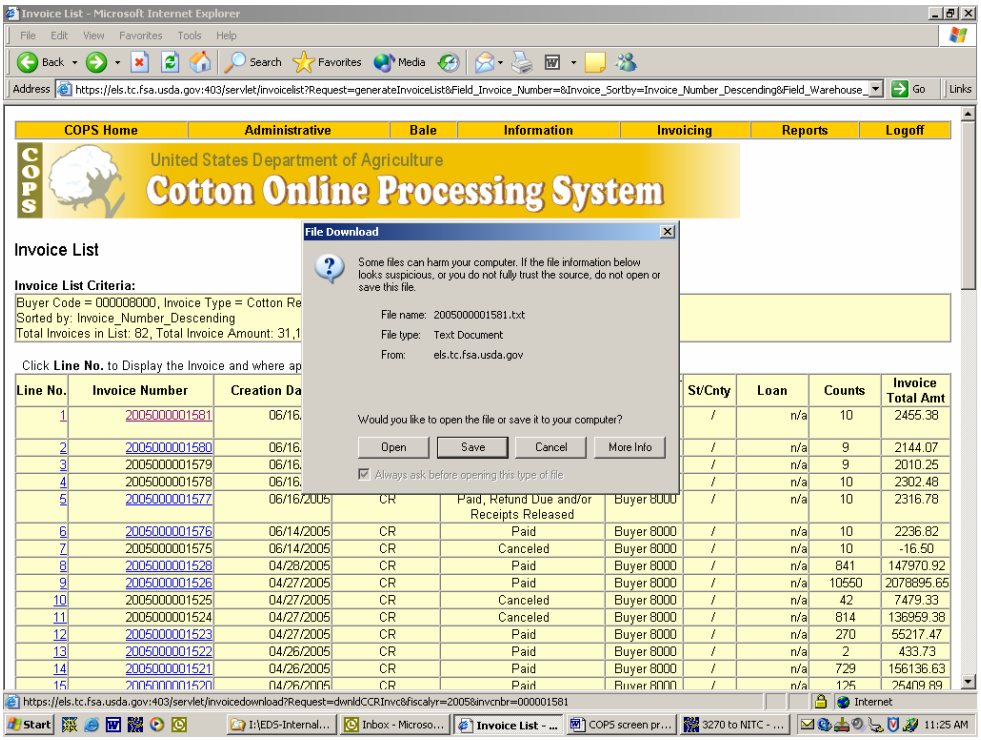
CCR Itemized Activity (after invoice payment – paid late)

When the payment is not received on the payoff date, the invoice is recalculated and adjustments are made for the difference of the original amount due and the recalculated amount due on the third line. The fourth line shows the refund amount due the buyer.



CCR Buyer download (after payment)

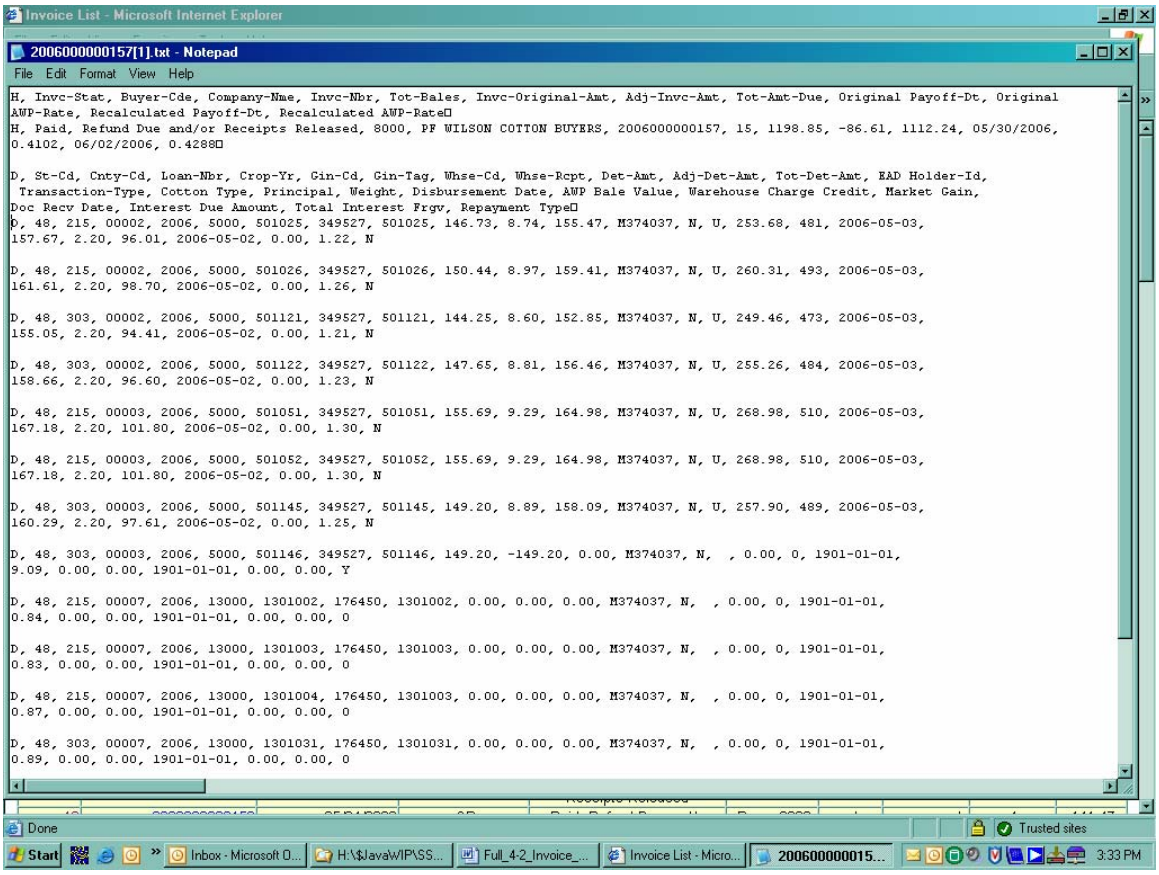
When the invoice number is clicked on the Invoice List screen, a pop-up window will appear asking if the user wished to open, save, or cancel a file download. This download of invoice information is only available after the invoice has been paid.



Invoice List (CCR Buyer download – text file)

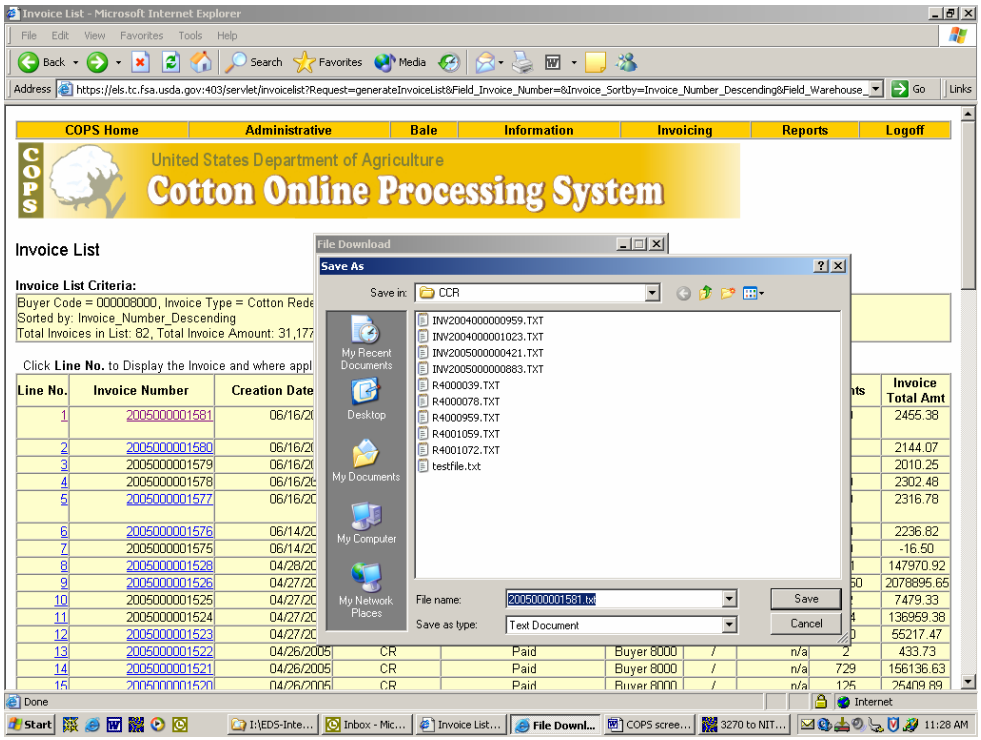
If ‘Open’ is selected on the file download, a text file will appear of the invoice information. A header (H) row will give the data field names followed by a header row of the summary information of Invoice Status, Buyer Code, Company Name, Invoice Number, Total Bale Count, Original Invoice Amount, Adjusted Invoice Amount, Total Invoice Amount (due), the Original Payoff Date, Original AWP Rate and if paid late, the Recalculated Payoff Date and Recalculated AWP Rate.

The detail (D) row will give the data field names followed by detail rows with bale detail (CCC-500) information of State Code, County Code, Loan Number, Crop Year, Gin Code, Gin Tag Number, Warehouse Code, Warehouse Receipt Number, Original Amount, Adjusted Amount, Total Detail Amount (Due), EAD Holder ID, Transaction Type (N = certificate, C = Cash/P&I), Cotton Type* (U = Upland), Principle Amount*, Bale Weight*, Disbursement Date*, AWP Bale Value*, Warehouse Storage Charge Credit*, Market Gain* (only on certificate redemptions), Document Received Date*, Interest Due* (for P&I), Interest Forgiven* and Repayment Type (N = Positive, O= Negative (released, but to be processed of COF system) and Y=Bale Adjusted Off invoice). *Note: If the bale has been adjusted off the invoice or is a negative repayment (Total Detail Amount = zero), the CCC-500 fields (*) for the bale will be not be filled.



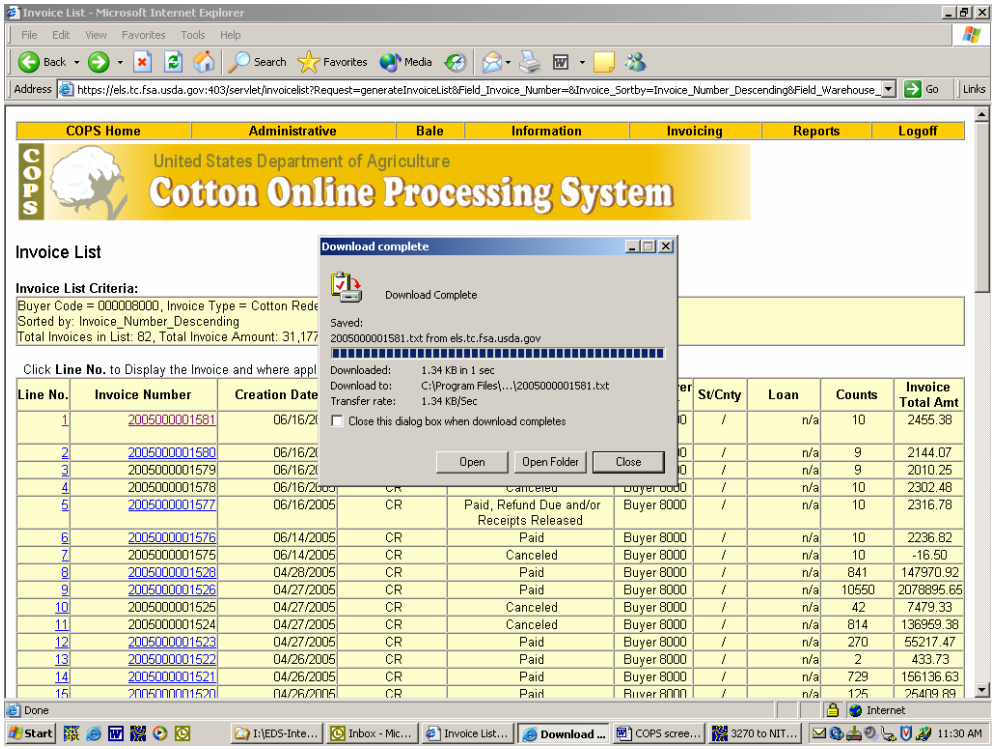
Invoice List (CCR Buyer download – save as)

If 'Save' is selected, the 'Save As' window will open for the user to select the folder for the text file. The name of the file will be the invoice number.



CCR Buyer download

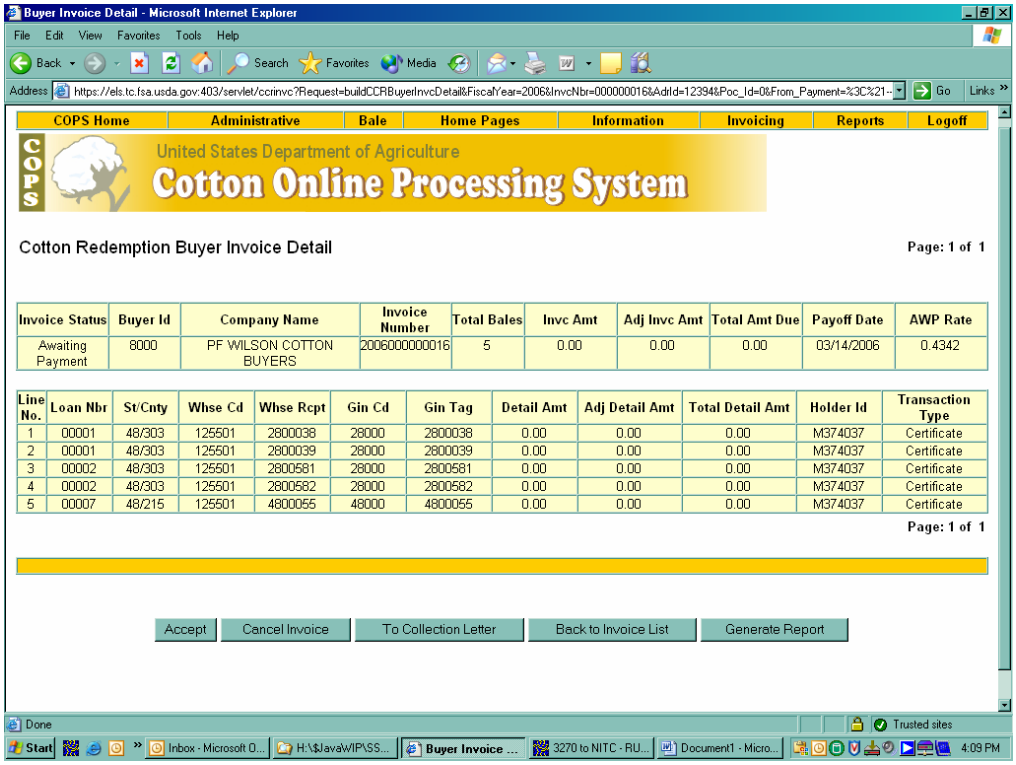
When the download is finished, the 'Download Complete' window will appear asking if the user wants the file opened to view.



CCR Buyer Invoice Detail (Negative repayment bales)

When bales in a CCR invoice are redeemed and have a negative repayment amount, because of storage credit, they will be listed on the invoice with a zero repayment amount. If the invoice has only negative repayment bales, Total Amt. Due equals zero, there will not be a payment entered, and the bales cannot be automatically released to the merchant. To have the bales release, the merchant must click the "Accept" button.

The 'Accept' will trigger an email send to the County Office to manually process the bales on the County System to calculate the warehouse storage credit amount for the merchant and create a check for the merchant to send with a CCC-500 report for the negative repayment value bales.



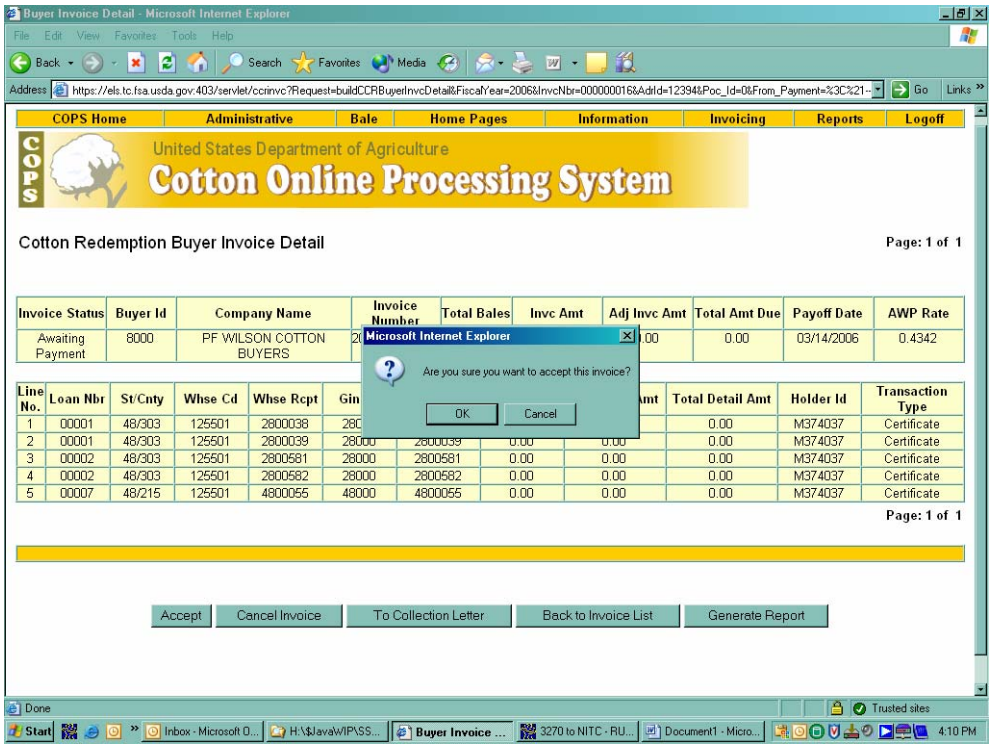
Invoice Status	Buyer Id	Company Name	Invoice Number	Total Bales	Invc Amt	Adj Invc Amt	Total Amt Due	Payoff Date	AWP Rate
Awaiting Payment	8000	PF WILSON COTTON BUYERS	2006000000016	5	0.00	0.00	0.00	03/14/2006	0.4342

Line No.	Loan Nbr	St/Cnty	Whse Cd	Whse Rcpt	Gin Cd	Gin Tag	Detail Amt	Adj Detail Amt	Total Detail Amt	Holder Id	Transaction Type
1	00001	48/303	125501	2800038	28000	2800038	0.00	0.00	0.00	M374037	Certificate
2	00001	48/303	125501	2800039	28000	2800039	0.00	0.00	0.00	M374037	Certificate
3	00002	48/303	125501	2800581	28000	2800581	0.00	0.00	0.00	M374037	Certificate
4	00002	48/303	125501	2800582	28000	2800582	0.00	0.00	0.00	M374037	Certificate
5	00007	48/215	125501	4800055	48000	4800055	0.00	0.00	0.00	M374037	Certificate

Page: 1 of 1

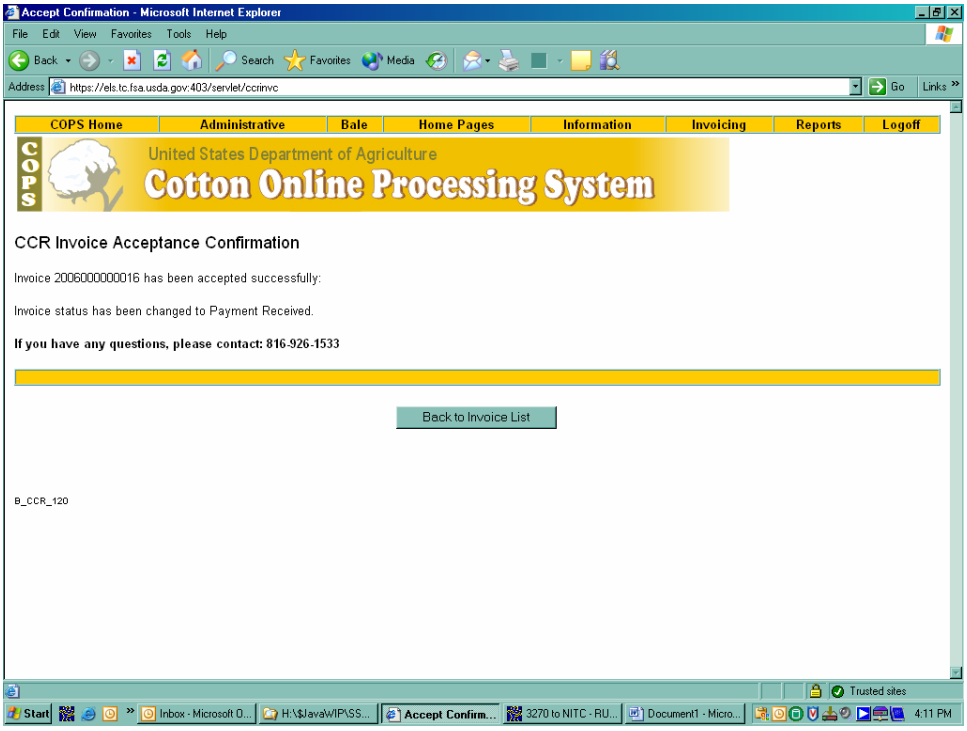
CCR Buyer Invoice Detail (Verify negative repayment bales)

After the Accept button is selected, a pop-up window appears to verify the action.



CCR Buyer Acceptance Confirmation (Neg. repayment bales)

After OK is selected, the CCR Buyer Acceptance Confirmation screen appears. The acceptance lets the system process the invoice as if a zero dollar payment was entered. The zero payment bales are released and an email is sent to the County Office(s) of bales on the invoice to manually process on the County Office system. The buyer will receive a check from the County Offices(s) for the storage credit and the CCC-500 report.



History / Revision Log

Version #	Date	Description
2.9	MAR 25, 2008	Original document.