

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.

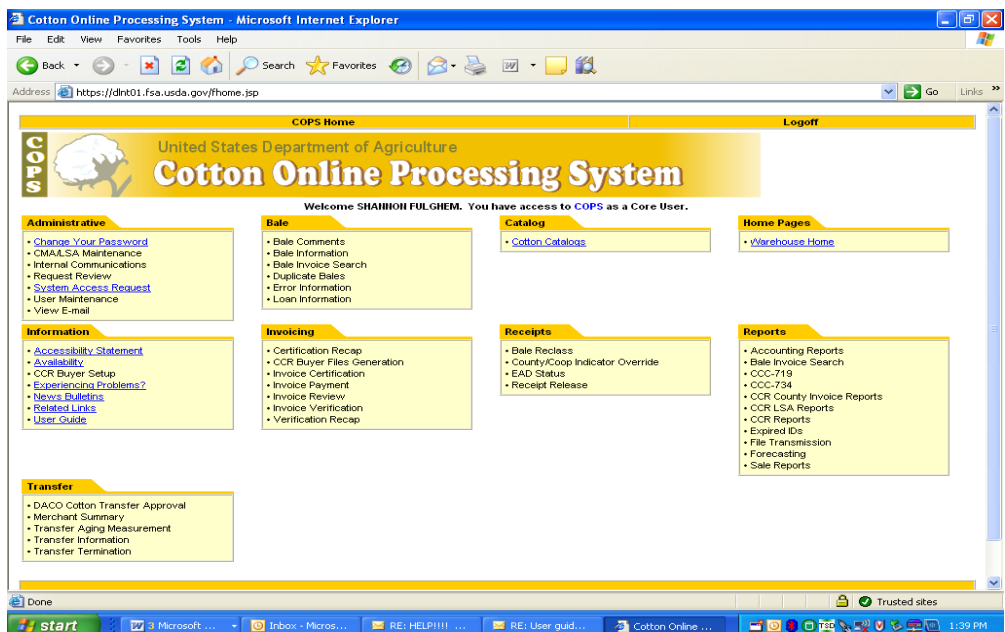
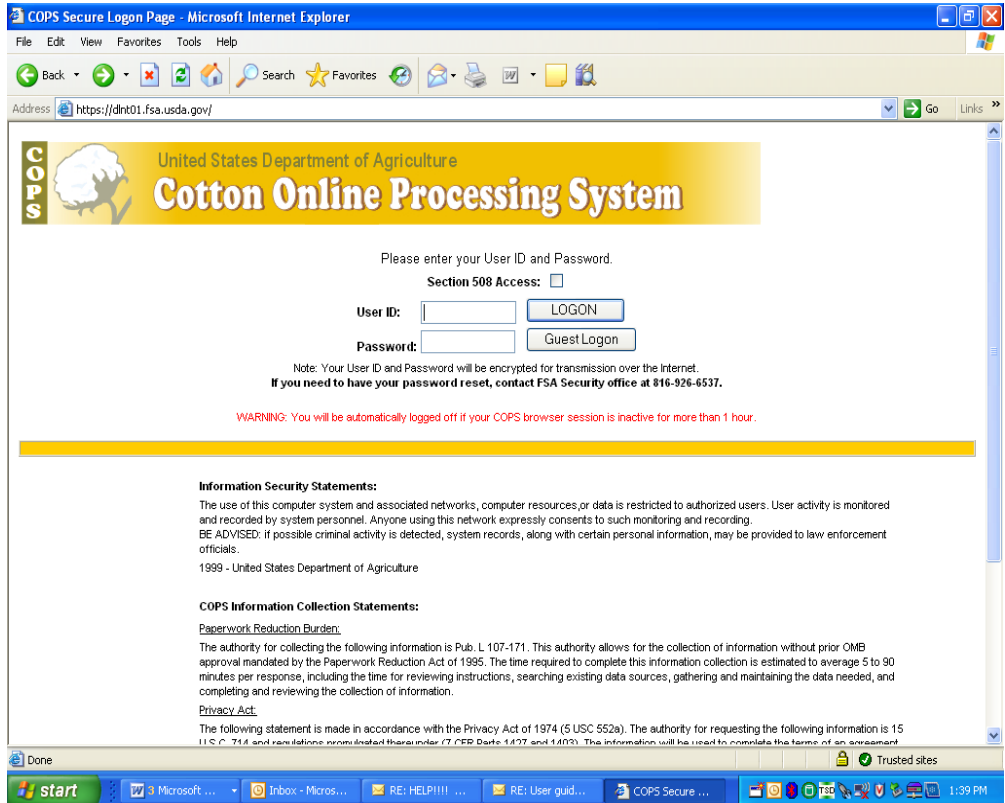
After payment, the Buyer signs onto COPS and, by selecting the Invoice Number, creates an Invoice Download text file to save on the Buyer's system for processing the CCC-500 information.

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)

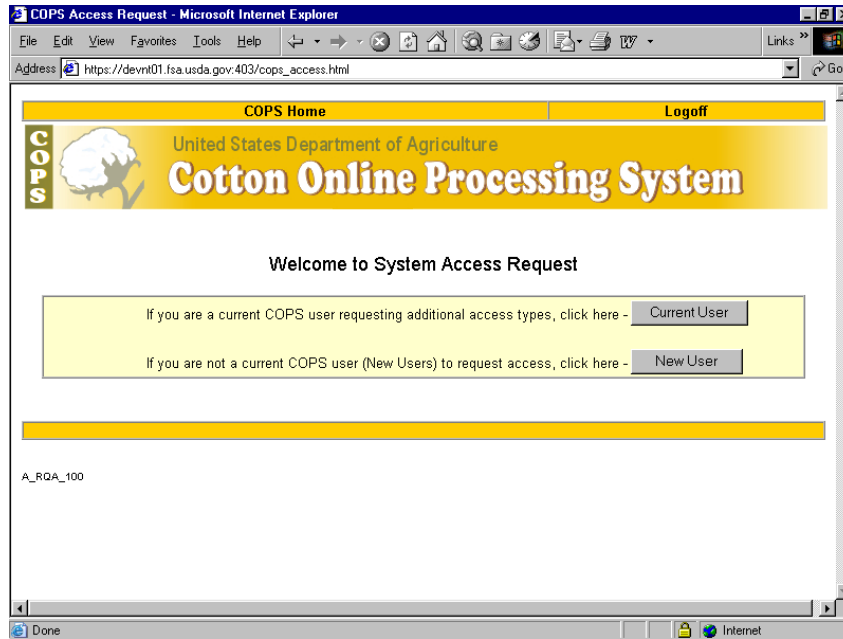
To request COPS access the buyer will click on the Guest Logon button.



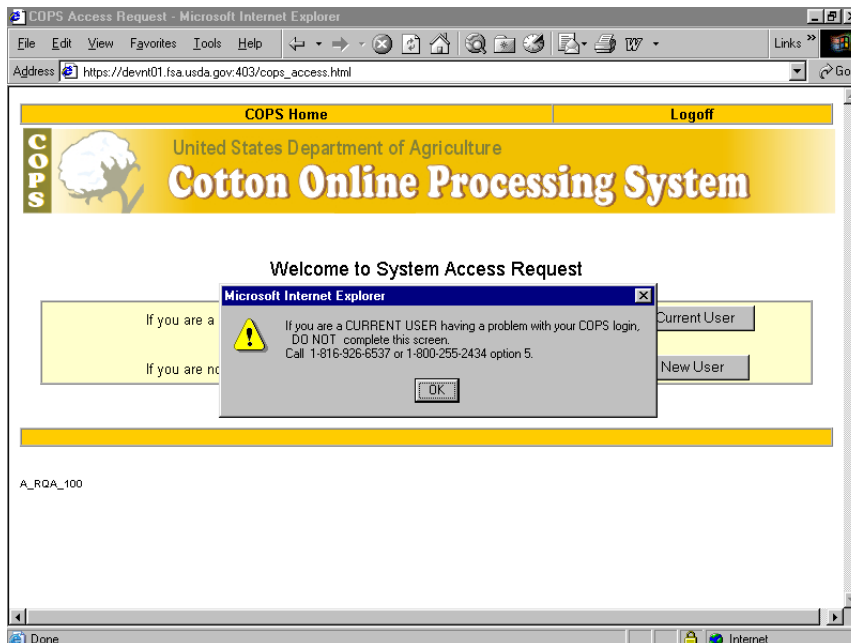
System Access Request

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".

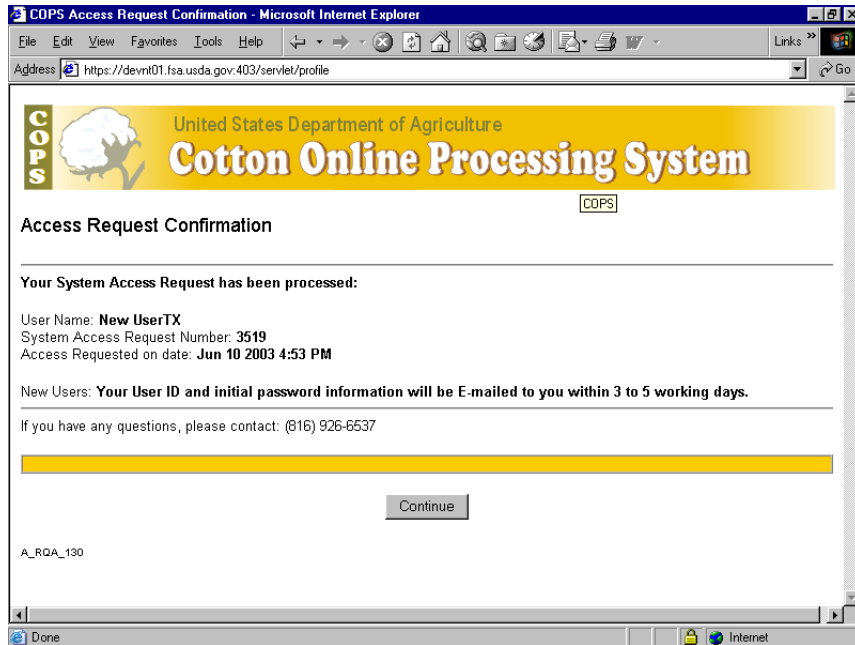
The screenshot shows the 'COPS Access Request Page' in a Microsoft Internet Explorer browser. The page title is 'COPS Home' and 'Logoff'. The main heading is 'United States Department of Agriculture Cotton Online Processing System'. The form is titled 'System Access Request Form' and contains several sections:

- Reason for Request:** Radio buttons for 'Single Entity Request Type' (Example: Only ONE Code.) and 'Multiple Entity Request Types' (Example: 2 or more Codes.).
- Entity Request Type:** A text field for 'Who do you represent?' with a link to 'Washington, KCC, KCCO users click here.' and a note: 'If you are entering more than one code, please separate the codes with a comma. example: 48101,48102,48103'. Below are checkboxes for 'State Office', 'County Office', 'Buyer', and 'CMA/LSA', each with a corresponding code field.
- Contact Information:** A section with checkboxes for 'Warehouse', 'Master Whse', 'Examiner', and 'Provider', each with a code field.
- Contact Information (Form Fields):** Fields for 'Last Name', 'First Name', 'Middle Name', 'Phone Number', 'Fax Number', 'Email Address', 'N.I.T.C./User ID', 'New User' (YES/NO), and 'PIN Number' (6 digits, i.e.). A note states: 'New Users must create a PIN #. Your PIN # will be part of your first COPS password'.
- Mailing Address Information:** Fields for 'Business Name', 'Address Line 1', 'Address Line 2', 'City', 'State' (dropdown), and 'Zip Code'.

At the bottom, there are 'Submit', 'Cancel', and 'Reset' buttons. A note reads: 'Note: Submitted requests require 3 to 5 days processing time. You will be notified by email when request is approved. Follow email instructions and immediately logon to COPS.' The page ID 'A_RQA_110' is visible at the bottom left.

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.

Cotton Online Processing System - Microsoft Internet Explorer

Address: <https://upland.dev.sc.egov.usda.gov:403/home.jsp>

COPS Home **Logoff**

United States Department of Agriculture
Cotton Online Processing System

Welcome SHAMION FULGHEM. You have access to COPS Acceptance Testing on UPLAID as a Buyer.

- Administrative**
 - [Change Your Password](#)
 - [CMA/LSA Maintenance](#)
 - [Internal Communications](#)
 - [Reprocess FFATA Errors](#)
 - [Request Review](#)
 - [System Access Request](#)
 - [User Maintenance](#)
 - [View E-mail](#)
- Information**
 - [Accessibility Statement](#)
 - [Availability](#)
 - [CCR Buyer Setup](#)
 - [Experiencing Problems?](#)
 - [News Bulletins](#)
 - [Related Links](#)
 - [User Guide](#)
- Transfer**
 - [DACO Cotton Transfer Approval](#)
 - [Merchant Summary](#)
 - [Transfer Aging Measurement](#)
 - [Transfer Information](#)
 - [Transfer Termination](#)
- Bale**
 - [Bale Comments](#)
 - [Bale Deletion](#)
 - [Bale Information](#)
 - [Bale Invoice Search](#)
 - [Duplicate Bales](#)
 - [Error Information](#)
 - [Loan Information](#)
- Invoicing**
 - [Certification Recap](#)
 - [CCR Buyer Files Generation](#)
 - [CCR Invoice Request](#)
 - [Invoice Certification](#)
 - [Invoice Payment](#)
 - [Invoice Review](#)
 - [Invoice Verification](#)
 - [Verification Recap](#)
- Catalog**
 - [Cotton Catalogs](#)
- Receipts**
 - [Bale Reclaim](#)
 - [County/Coop Indicator Override](#)
 - [EAD Status](#)
 - [Receipt Release](#)
- Home Pages**
 - [Warehouse Home](#)
- Reports**
 - [Accounting Reports](#)
 - [Bale Invoice Search](#)
 - [CCC-719](#)
 - [CCC-734](#)
 - [CCR County Invoices](#)
 - [CCR LSA Reports](#)
 - [CCR Reports](#)
 - [Expired IDs](#)
 - [File Transmission](#)
 - [Forecasting](#)
 - [Sale Reports](#)

Trusted sites

start | Microsoft Office ... | Microsoft Office O... | Cotton Online Proces... | 1:48 PM

Buyer will:

enter the state/county

loan number

select the crop year

enter the payoff date

enter the EAD Holder Id

click “Display Bales”

CCR Invoice Request Criteria Screen - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address <https://upland.dev.sc.egov.usda.gov:403/servlet/CCRInvoiceRequest?name=criteria> Go Links

COPS Home Administrative Bale Home Pages Information Invoicing Reports Logoff

COPS United States Department of Agriculture
Cotton Online Processing System

CCR Invoice Request Criteria

All fields are required
If more than one loan is entered, please separate loans with commas or dashes
The number of bales to be put on an invoice is limited to 1500

State and County Code	<input type="text" value="48/191"/>	Display By: <input checked="" type="radio"/> Gin Tag Number <input type="radio"/> Receipt Number
Loan Number	<input type="text" value="1-10"/>	
Crop Year	<input type="text" value="2007"/>	
Payoff Date	<input type="text" value="02/26/2008"/> mm/dd/yyyy	
EAD Holder Id	<input type="text" value="M123456"/>	

CCR_INVCREQ_100

Done Trusted sites

start Microsoft Office ... Microsoft Office O... CCR Invoice Request... 1:57 PM

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.

The screenshot shows the Cotton Online Processing System web application. The top navigation bar includes: COPS Home, Administrative, Bale, Home Pages, Information, Invoicing, Receipts, Reports, Transfer, and Logoff. The main header features the COPS logo and the text "United States Department of Agriculture Cotton Online Processing System".

The page title is "CCR Invoice Request Criteria". Below the title, it displays the current date and time: "Today's Date: Thu, Oct 25, 2007 at 12:58 PM". The criteria are: "Criteria: {Crop Year = 2007, State/County Code = 29/155, Loan Number = 00004, Payoff Date = 10/25/2007, EAD Holder Id = MTHESEAM}".

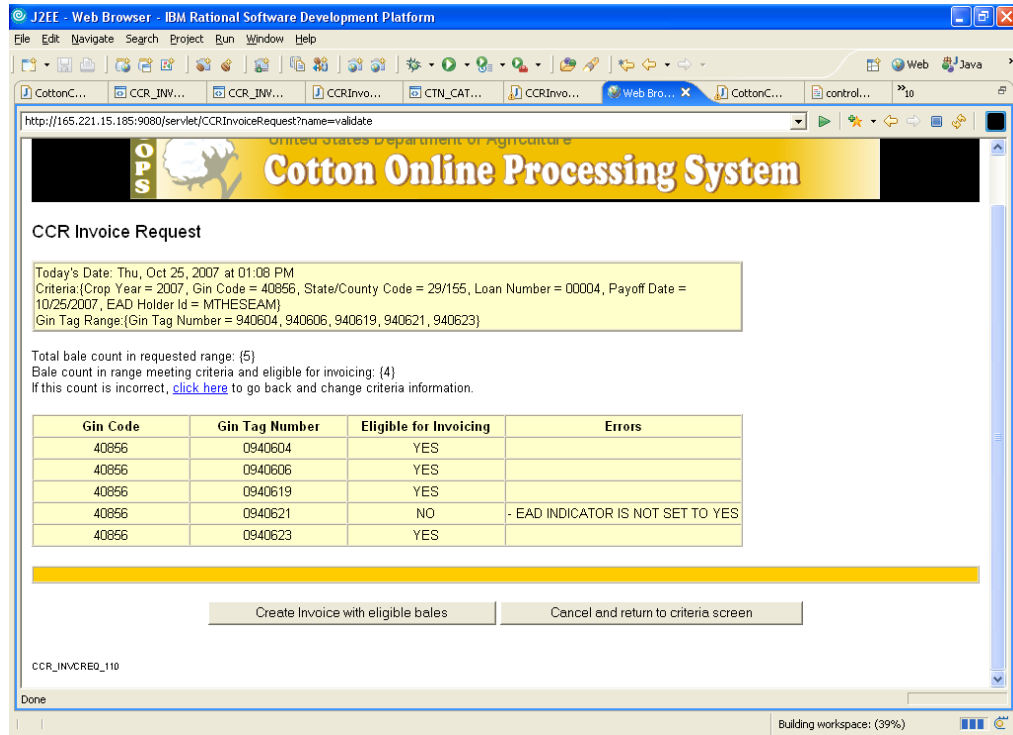
A message states: "Displayed below are the bales from the loan that you requested. Select the bales you wish to submit individually or click the Select All button. (up to 500 bales may be selected) Then click Build Request to validate the selected bales."

The first table shows a list of bales with columns for "Select" and "Gin Tag Number". The bales listed are:

Select	Gin Tag Number	Select	Gin Tag Number	Select	Gin Tag Number	Select	Gin Tag Number	Select	Gin Tag Number
<input checked="" type="checkbox"/>	940604	<input type="checkbox"/>	940605	<input checked="" type="checkbox"/>	940606	<input type="checkbox"/>	940607	<input type="checkbox"/>	940608
<input type="checkbox"/>	940609	<input type="checkbox"/>	940610	<input type="checkbox"/>	940611	<input type="checkbox"/>	940612	<input type="checkbox"/>	940613
<input type="checkbox"/>	940614	<input type="checkbox"/>	940615	<input type="checkbox"/>	940616	<input type="checkbox"/>	940617	<input type="checkbox"/>	940618
<input checked="" type="checkbox"/>	940619	<input type="checkbox"/>	940620	<input checked="" type="checkbox"/>	940621	<input type="checkbox"/>	940622	<input checked="" type="checkbox"/>	940623

The second screenshot shows a larger list of bales, numbered from 940779 to 940859. Each bale has a "Select" checkbox. At the bottom of the page, there are three buttons: "Select All Gin Tags", "Build Request", and "Clear All Gin Tags". The page footer includes the text "CCR_INVREQ0_100" and "Done".

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.

United States Department of Agriculture
OPS Cotton Online Processing System

CCR Invoice Request Confirmation

Today's Date: Thu, Oct 25, 2007 at 01:08 PM
 Criteria: (Crop Year = 2007, Gin Code = 40856, State/County Code = 29/155, Loan Number = 00004, Payoff Date = 10/25/2007, EAD Holder Id = MTHESEAM)
 Gin Tag Range: (Gin Tag Number = 940604, 940606, 940619, 940621, 940623)

Total bale count: (5)
 Bale count meeting criteria and put on invoice worklist: (4)

Worklist Number: 1256789

An email will be sent when the invoice creation has been completed. If you have any questions, please call (816) 926-1533.

Gin Code	Gin Tag Number	Eligible for Invoicing	Errors
40856	0940604	YES	
40856	0940606	YES	
40856	0940619	YES	
40856	0940621	NO	- EAD INDICATOR IS NOT SET TO YES
40856	0940623	YES	

Return to criteria screen Print

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 screenshot shows the 'Invoice Review' page of the Cotton Online Processing System. The browser window title is 'Invoice Review - Microsoft Internet Explorer'. The address bar shows the URL: <https://dlnet01.fsa.usda.gov/servlet/invoicelist?Request=generateInvoiceListCriteria>. The page features a navigation menu with items like 'COPS Home', 'Administrative', 'Bale', 'Catalog', 'Home Pages', 'Information', 'Invoicing', 'Receipts', 'Reports', 'Sales', 'Transfer', and 'Logoff'. The main header includes the COPS logo and the text 'United States Department of Agriculture Cotton Online Processing System'. Below the header, the 'Invoice Review' section contains a search form. The form has a 'Sort By' section with radio buttons for 'Invoice # Descending' (selected), 'Invoice # Ascending', 'Type', 'Date', 'Buyer', and 'Warehouse'. The 'Criteria' section includes input fields for 'Warehouse Code', 'Mstr Whse Code', 'Buyer Code', 'Provider ID', 'Loan Number', and 'State/County Code' (with a note '5 digits, i.e. 28145'). There are also date pickers for 'Date' (from and to) and a dropdown for 'Invoice Type' set to 'Cotton Redemption Invoice'. A 'Status' dropdown is also present. At the bottom of the form area, there are 'List' and 'Clear All' buttons. The Windows taskbar at the bottom shows the start button, several open applications, and the system clock at 8:24 AM.

The Invoice List screen will display the CCR invoices.

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

Invoice List

Invoice List Criteria:
 Invoice Type = Cotton Redemption
 Sorted by: Invoice_Number_Descending
 Total Invoices in List: 944, Total Invoice Amount: 414,220,121.84

Click **Line No.** to Display the Invoice and where applicable click **Invoice Number** to Download the Invoice

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	20070000001628	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.

CCR Collection Letter - Microsoft Internet Explorer

Address: <https://devnt01.fsa.usda.gov:402/servelet/corinvc?Request=generateCCRLetter&FiscalYear=2005&InvNbr=000000618>

COPS Home Administrative Bale Home Pages Information Invoicing Receipts Reports Sales Logout

United States Department of Agriculture
Cotton Online Processing System

United States Department of Agriculture
Farm Service Agency
P.O. Box 419205
Kansas City, MO 64141-6205

Company Name: BUYER
Address: test
b, TN 6666

This invoice and attached bale listing acknowledges your invoice creation on 12/17/2004 to redeem 14 bales of cotton from the following county:
CROCKETT Tennessee

The bales will be released when the wire transfer of the amount shown is complete and **your buyer code and schedule number** are provided. Failure to provide all information will delay recording the payment and the release of the bales. The date of the wire transfer must be **no later than** the payment due date.

Amount Due: \$ 2507.91
Payment Due Date: 12/17/2004

Information required for the wire transfer of funds to the Commodity Credit Corporation follows:

ABA Number 0210-3000-4
Bank Name Treasury, NYC
Business Function Code CTR
Beneficiary Commodity Credit Corp.
1400 Independence Ave., SW, Stop 0581
Washington, DC 20250-0581
Agency Location Code 00004992
Certificate/Invoice Number 2005000000618
OBI CCR/2005000000618/A346
Buyer Code 8000
Schedule Number A346

Invoice Details Itemized Activity Payment History

B_CCR_100

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.

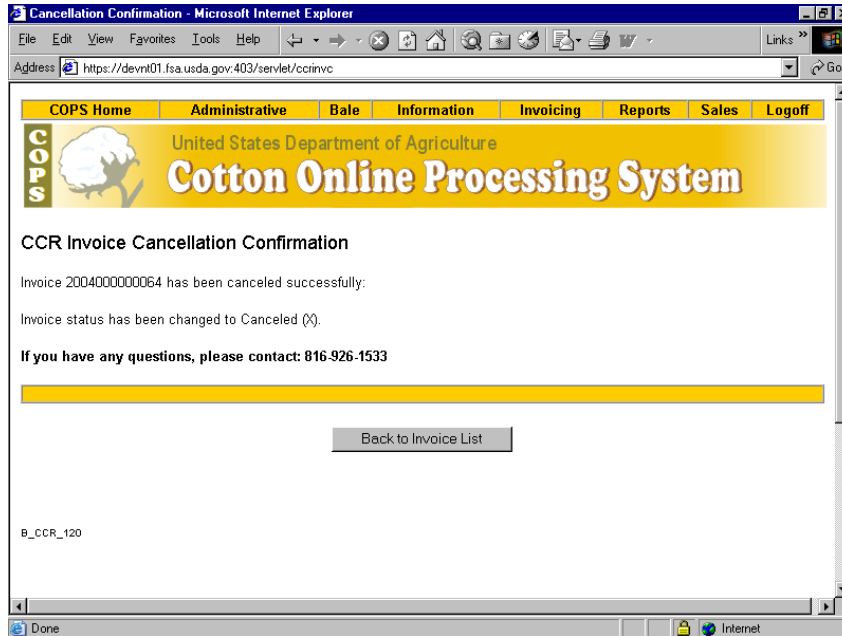
The screenshot shows the 'Cotton Online Processing System' interface. At the top, there are navigation tabs: COPS Home, Administrative, Date, Home Pages, Information, Invoicing, Receipts, Reports, and Logout. Below the navigation is the system title and a breadcrumb trail: Cotton Redemption Buyer Invoice Detail. A modal dialog box is open, asking for confirmation to cancel the invoice. The background page displays the following data:

Invoice Status	Buyer Id	Company Name	Invoice	Total Bales	Invoice Amt	Adj. Invc Amt	Total Amt Due	Payoff Date	AWP Rate
Awaiting Payment	8000	PF WILSON COTTON BUYERS	2	100	293.32		0.4102	05/31/2006	

Line No.	Loan Nbr	St Cnty	Whee Cd	Whee Rept	Gin Cd	Detail Amt	Holder Id	Transaction Type	Repay Type
1	00001	48/215	349527	501010	5000	46.66	M374037	Certificate	
2	00001	48/215	349527	501011	5000	146.66	M374037	Certificate	

At the bottom of the page, there are buttons for 'Cancel Invoice', 'To Collection Letter', 'Back to Invoice List', and 'Generate Report'. The page number 'Page: 1 of 1' is visible in two locations.

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.

COPS Home Administrative Bale Home Pages Information Invoicing Receipts Reports Sales Logoff

COPS United States Department of Agriculture
Cotton Online Processing System

Cotton Redemption Itemized Activity

United States Department of Agriculture
Farm Service Agency
P.O. Box 419205
Kansas City, MO 64141-6205

Buyer Number: **8000**
Company Name: **BUYER**
Address: **test**
b, TN 66666

Certificate/Invoice Number: **2005000000618**
Schedule Number: **A346**

Date	Item Description	Payoff Date	Bale Count	AWP Rate	Amount Due	CCC	Balance
12/17/2004	Invoice Created	12/17/2004	14	0.3348	2507.91		2507.91

Invoice Details **Back to Collection Letter**

B_CCR_160
Done

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.

Cotton Redemption Itemized Activity

United States Department of Agriculture
Farm Service Agency

Buyer Number:
Company Name:
Address:

Certificate/Invoice Number:
Schedule Number:

Date	Item Description	Payoff Date	Bale Count	AWP Rate	Amount Due	Amount Paid	Balance
12/17/2004	Invoice Created	12/17/2004	14	0.3348	2526.09		2526.09
12/17/2004	Remittance Received					2526.09	0.00
12/17/2004	Redemption Total	12/17/2004	14	0.3348	2526.09	2526.09	0.00

United States Department of Agriculture
Farm Service Agency
P.O. Box 419205
Kansas City, MO 64141-6205

Buyer Number: 8000
Company Name: BUYER
Address: test
b, TN 66666

Certificate/Invoice Number: 200500000619
Schedule Number: A347

Invoice Details Back to Collection Letter

8_CCR_160

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.

The screenshot displays the 'Cotton Online Processing System' interface. The main content area shows the following information:

United States Department of Agriculture
Farm Service Agency
P.O. Box 419205
Kansas City, MO 64141-6205

Buyer Number: 5120
Company Name: YUMA COUNTY FSA OFFICE
Address:

Certificate/Invoice Number: 200400000041
Schedule Number: A053

Date	Item Description	Payoff Date	Bale Count	AWP Rate	Amount Due	Amount Paid	Balance
10/30/2003	Invoice Created	10/24/2003	1	0.5200	190.76		190.76
11/03/2003	Remittance Received					190.76	0.00
11/04/2003	Payment after Payoff Date - Recalculate - Adjustment on Invoice	11/03/2003		0.5220	(0.59)		(0.59)
11/04/2003	Refund due to Buyer					(0.59)	0.00
11/03/2003	Redemption Total	11/03/2003	1	0.5220	190.17	190.17	0.00

Buttons: Invoice Details, Back to Collection Letter

Page ID: B_CCR_160

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.

The screenshot shows the COPS web application in Microsoft Internet Explorer. The main page displays the 'Invoice List' with a table of invoice details. A 'File Download' dialog box is open over the table, asking the user to open, save, or cancel the download of a file named '2005000001581.txt'.

Invoice List Criteria:
 Buyer Code = 000008000, Invoice Type = Cotton Re
 Sorted by: Invoice_Number_Descending
 Total Invoices in List: 82, Total Invoice Amount: 31,1

Click **Line No.** to Display the Invoice and where ap

Line No.	Invoice Number	Creation Da	St/Cnty	Loan	Counts	Invoice Total Amt			
1	2005000001581	06/16/	/	n/a	10	2455.38			
2	2005000001580	06/16/	/	n/a	9	2144.07			
3	2005000001579	06/16/	/	n/a	9	2010.25			
4	2005000001578	06/16/	/	n/a	10	2302.48			
5	2005000001577	06/16/2005	CR	Paid, Refund Due and/or Receipts Released	Buyer 8000	/	n/a	10	2316.78
6	2005000001576	06/14/2005	CR	Paid	Buyer 8000	/	n/a	10	2236.82
7	2005000001575	06/14/2005	CR	Canceled	Buyer 8000	/	n/a	10	-16.50
8	2005000001528	04/28/2005	CR	Paid	Buyer 8000	/	n/a	841	147970.92
9	2005000001526	04/27/2005	CR	Paid	Buyer 8000	/	n/a	10550	2078695.65
10	2005000001525	04/27/2005	CR	Canceled	Buyer 8000	/	n/a	42	7479.33
11	2005000001524	04/27/2005	CR	Canceled	Buyer 8000	/	n/a	814	136959.38
12	2005000001523	04/27/2005	CR	Paid	Buyer 8000	/	n/a	270	55217.47
13	2005000001522	04/26/2005	CR	Paid	Buyer 8000	/	n/a	2	433.73
14	2005000001521	04/26/2005	CR	Paid	Buyer 8000	/	n/a	729	156136.63
15	2005000001520	04/26/2005	CR	Paid	Buyer 8000	/	n/a	125	25409.89

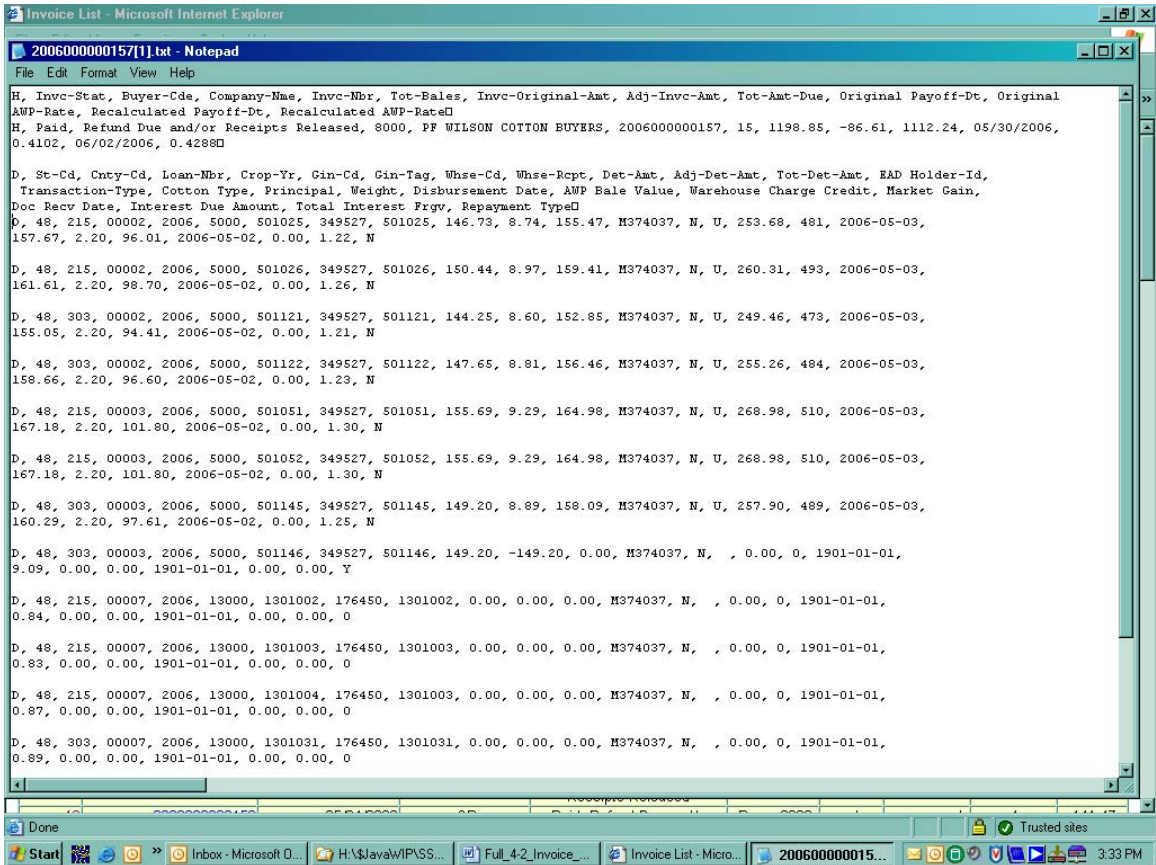
File Download Dialog:
 Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.
 File name: 2005000001581.txt
 File type: Text Document
 From: els.tc.fsa.usda.gov
 Would you like to open the file or save it to your computer?

 Always ask before opening this type of file.

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 - Microsoft Internet Explorer
2006000000157[1].txt - Notepad
File Edit Format View Help
H, Invc-Stat, Buyer-Cde, Company-Nme, Invc-Nbr, Tot-Bales, Invc-Original-Amt, Adj-Invc-Amt, Tot-Amt-Due, Original Payoff-Dt, Original
AWP-Rate, Recalculated Payoff-Dt, Recalculated AWP-Rate
H, Paid, Refund Due and/or Receipts Released, 8000, PF WILSON COTTON BUYERS, 2006000000157, 15, 1198.85, -86.61, 1112.24, 05/30/2006,
0.4102, 06/02/2006, 0.42880
D, St-Cd, Cnty-Cd, Loan-Nbr, Crop-Yr, Gin-Cd, Gin-Tag, Whse-Cd, Whse-Rcpt, Det-Amt, Adj-Det-Amt, Tot-Det-Amt, EAD Holder-Id,
Transaction-Type, Cotton Type, Principal, Weight, Disbursement Date, AWP Bale Value, Warehouse Charge Credit, Market Gain,
Doc Recv Date, Interest Due Amount, Total Interest Frgv, Repayment Type
D, 48, 215, 00002, 2006, 5000, 501025, 349527, 501025, 146.73, 8.74, 155.47, M374037, N, U, 253.68, 481, 2006-05-03,
157.67, 2.20, 96.01, 2006-05-02, 0.00, 1.22, N
D, 48, 215, 00002, 2006, 5000, 501026, 349527, 501026, 150.44, 8.97, 159.41, M374037, N, U, 260.31, 493, 2006-05-03,
161.61, 2.20, 98.70, 2006-05-02, 0.00, 1.26, N
D, 48, 303, 00002, 2006, 5000, 501121, 349527, 501121, 144.25, 8.60, 152.85, M374037, N, U, 249.46, 473, 2006-05-03,
155.05, 2.20, 94.41, 2006-05-02, 0.00, 1.21, N
D, 48, 303, 00002, 2006, 5000, 501122, 349527, 501122, 147.65, 8.81, 156.46, M374037, N, U, 255.26, 484, 2006-05-03,
158.66, 2.20, 96.60, 2006-05-02, 0.00, 1.23, N
D, 48, 215, 00003, 2006, 5000, 501051, 349527, 501051, 155.69, 9.29, 164.98, M374037, N, U, 268.98, 510, 2006-05-03,
167.18, 2.20, 101.80, 2006-05-02, 0.00, 1.30, N
D, 48, 215, 00003, 2006, 5000, 501052, 349527, 501052, 155.69, 9.29, 164.98, M374037, N, U, 268.98, 510, 2006-05-03,
167.18, 2.20, 101.80, 2006-05-02, 0.00, 1.30, N
D, 48, 303, 00003, 2006, 5000, 501145, 349527, 501145, 149.20, 8.89, 158.09, M374037, N, U, 257.90, 489, 2006-05-03,
160.29, 2.20, 97.61, 2006-05-02, 0.00, 1.25, N
D, 48, 303, 00003, 2006, 5000, 501146, 349527, 501146, 149.20, -149.20, 0.00, M374037, N, , 0.00, 0, 1901-01-01,
9.09, 0.00, 0.00, 1901-01-01, 0.00, 0.00, Y
D, 48, 215, 00007, 2006, 13000, 1301002, 176450, 1301002, 0.00, 0.00, 0.00, M374037, N, , 0.00, 0, 1901-01-01,
0.84, 0.00, 0.00, 1901-01-01, 0.00, 0.00, 0
D, 48, 215, 00007, 2006, 13000, 1301003, 176450, 1301003, 0.00, 0.00, 0.00, M374037, N, , 0.00, 0, 1901-01-01,
0.83, 0.00, 0.00, 1901-01-01, 0.00, 0.00, 0
D, 48, 215, 00007, 2006, 13000, 1301004, 176450, 1301003, 0.00, 0.00, 0.00, M374037, N, , 0.00, 0, 1901-01-01,
0.87, 0.00, 0.00, 1901-01-01, 0.00, 0.00, 0
D, 48, 303, 00007, 2006, 13000, 1301031, 176450, 1301031, 0.00, 0.00, 0.00, M374037, N, , 0.00, 0, 1901-01-01,
0.89, 0.00, 0.00, 1901-01-01, 0.00, 0.00, 0
```

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.

The screenshot shows the 'Cotton Online Processing System' (COPS) interface. The main content area displays an 'Invoice List' table with columns for Line No., Invoice Number, and Creation Date. A 'Save As' dialog box is overlaid on the table, showing a list of files to be saved in the 'CCR' folder. The file name is '2005000001581.txt' and the save type is 'Text Document'.

Invoice List Criteria:
 Buyer Code = 000008000, Invoice Type = Cotton Rede
 Sorted by: Invoice_Number_Descending
 Total Invoices in List: 82, Total Invoice Amount: 31,177

Line No.	Invoice Number	Creation Date	Invoice Total Amt
1	2005000001581	06/16/2005	2455.38
2	2005000001580	06/16/2005	2144.07
3	2005000001579	06/16/2005	2010.25
4	2005000001578	06/16/2005	2302.48
5	2005000001577	06/16/2005	2316.78
6	2005000001576	06/14/2005	2236.82
7	2005000001575	06/14/2005	-16.50
8	2005000001528	04/28/2005	147970.92
9	2005000001526	04/27/2005	50 2078895.65
10	2005000001525	04/27/2005	7479.33
11	2005000001524	04/27/2005	136959.38
12	2005000001523	04/27/2005	55217.47
13	2005000001522	04/26/2005	CR / n/a 2 433.73
14	2005000001521	04/26/2005	CR / Buyer 8000 / n/a 729 156136.63
15	2005000001520	04/26/2005	CR / Buyer 8000 / n/a 125 25409.89

CCR Buyer download

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

The screenshot shows the 'Cotton Online Processing System' (COPS) interface in a Microsoft Internet Explorer browser. The page title is 'Invoice List'. The interface includes a navigation menu with options: COPS Home, Administrative, Bale, Information, Invoicing, Reports, and Logoff. The main content area displays 'Invoice List Criteria' and a table of invoice data.

Invoice List Criteria:
 Buyer Code = 000008000, Invoice Type = Cotton Rede
 Sorted by: Invoice_Number_Descending
 Total Invoices in List: 82, Total Invoice Amount: 31,177

Click **Line No.** to Display the Invoice and where appl

Line No.	Invoice Number	Creation Date	Buyer	Loan	Counts	Invoice Total Amt
1	2005000001581	06/16/2005	Buyer 8000	/	n/a	2455.38
2	2005000001580	06/16/2005	Buyer 8000	/	n/a	2144.07
3	2005000001579	06/16/2005	Buyer 8000	/	n/a	2010.25
4	2005000001578	06/16/2005	Buyer 8000	/	n/a	2302.48
5	2005000001577	06/16/2005	Buyer 8000	/	n/a	2316.78
6	2005000001576	06/14/2005	Buyer 8000	/	n/a	2236.82
7	2005000001575	06/14/2005	Buyer 8000	/	n/a	-16.50
8	2005000001528	04/28/2005	Buyer 8000	/	n/a	147970.92
9	2005000001526	04/27/2005	Buyer 8000	/	n/a	2078895.65
10	2005000001525	04/27/2005	Buyer 8000	/	n/a	7479.33
11	2005000001524	04/27/2005	Buyer 8000	/	n/a	136959.38
12	2005000001523	04/27/2005	Buyer 8000	/	n/a	55217.47
13	2005000001522	04/26/2005	Buyer 8000	/	n/a	433.73
14	2005000001521	04/26/2005	Buyer 8000	/	n/a	156136.63
15	2005000001520	04/26/2005	Buyer 8000	/	n/a	25409.89

A 'Download Complete' dialog box is overlaid on the table, showing the following information:
 Saved: 2005000001581.txt from els.tc.fsa.usda.gov
 Downloaded: 1.34 KB in 1 sec
 Download to: C:\Program Files\... \2005000001581.txt
 Transfer rate: 1.34 KB/Sec
 Close this dialog box when download completes
 Buttons: Open, Open Folder, Close

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.

Cotton Online Processing System
United States Department of Agriculture

Cotton Redemption Buyer Invoice Detail Page: 1 of 1

Invoice Status	Buyer Id	Company Name	Invoice Number	Total Bales	Inv Amt	Adj Inv 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.

The screenshot displays the Cotton Online Processing System (COPS) interface in a Microsoft Internet Explorer browser window. The page title is "Buyer Invoice Detail - Microsoft Internet Explorer". The address bar shows the URL: https://els.tc.fsa.usda.gov/403/servlet/ccrinv?Request=buildCCRBuyerInvDetail&FiscalYear=2006&InvNbr=000000016&AddId=12394&Poc_Id=0&From_Payment=%3C%21-

The page header includes navigation tabs: COPS Home, Administrative, Bale, Home Pages, Information, Invoicing, Reports, and Logoff. The main header features the COPS logo and the text "United States Department of Agriculture Cotton Online Processing System".

The page title is "Cotton Redemption Buyer Invoice Detail" and it is "Page: 1 of 1".

The main content area contains a table with the following data:

Invoice Status	Buyer Id	Company Name	Invoice Number	Total Bales	Inv Amt	Adj Inv Amt	Total Amt Due	Payoff Date	AWP Rate
Awaiting Payment	8000	PF WILSON COTTON BUYERS	28000038	28000	0.00	0.00	0.00	03/14/2006	0.4342

A confirmation pop-up window is overlaid on the table, asking "Are you sure you want to accept this invoice?" with "OK" and "Cancel" buttons.

Below the table is another table with the following data:

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

The page is "Page: 1 of 1".

At the bottom of the page, there are five buttons: "Accept", "Cancel Invoice", "To Collection Letter", "Back to Invoice List", and "Generate Report".

The Windows taskbar at the bottom shows the Start button, several open applications (Inbox - Microsoft O..., H:\\$Java\WIPASS..., Buyer Invoice..., 3270 to NITC - RU..., Document1 - Micro...), and the system tray with the time 4:10 PM.

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.

