

For: State Offices, County Offices, CMA's and DMA's

CCC Assigned Warehouse Code on Warehouse Stored MAL's

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

The Commodity Loan Processing System (CLPS) requires the CCC assigned warehouse code be entered when processing a warehouse stored MAL. The CCC warehouse code is used to identify the warehouse storing the commodity under a warehouse MAL. The warehouse and storage location are used to determine the loan rate.

In addition, KCCO, the Warehouse License and Examination Division (WLED) performs warehouse examinations in support of CCC's Uniform Storage Agreements and the United States Warehouse Act. These examinations ensure the integrity of agricultural commodities stored in approved/licensed facilities and that the facilities meet established approval standards. WLED administers the contracting and compliance for storage with warehouses under the terms of various storage agreements such as the Uniform Grain and Rice Storage Agreement (UGRSA), Cotton Storage Agreement (CSA), Peanut Storage Agreement (PSA), and Sugar Storage Agreement (SSA). KCCO's warehouse examiners use the warehouse codes entered into CLPS to determine the quantity of grain required to be in storage when they conduct their warehouse audits.

Entering an incorrect CCC warehouse code when processing a MAL may be considered an improper payment.

B Purpose

This notice reminds State and County Offices:

- that a correct and valid warehouse code **must** be entered in CLPS when processing a MAL and of the:
 - process for identifying MAL's in CLPS with incorrect warehouse codes
 - process for correcting MAL's with incorrect warehouse codes
 - second party review required before MAL disbursement.

Disposal Date December 1, 2017	Distribution State Offices; State Offices relay to County Offices, and DMA's and CMA's
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2 Valid Warehouse Codes

A Obtaining a Warehouse Code

Warehouse codes for warehouses approved and authorized to store CCC commodities, are assigned by KCCO. Warehouses with an assigned warehouse code for grains and rice are listed on the web at:

https://internet-dotnet.fsa.usda.gov/approved_whses/ugrsa/approved_ugrsa_whses.asp.

The warehouses are listed by State and indicate if the warehouse:

- has a UGRSA that is **approved** to store and handle CCC-owned grain and grain eligible for CCC MAL's
- does not have a UGRSA but is **authorized** to store grain eligible for CCC MAL's.

On the web site, warehouses:

- with UGRSA will be displayed on the list with the following:
 - License Type, "Federal" or "State"
 - Warehouse Status, "Approved"
- without UGRSA will be displayed on the list with the following:
 - License Type, "State"
 - Warehouse Status, "Authorized".

If a specific warehouse is not listed on the web site, and has a State license issued by a State identified in 8-LP, subparagraph 536 B, an assigned CCC warehouse code **must** be obtained before a County Office can process and disburse a warehouse MAL. The following information shall be obtained from the warehouse and provided to KCCO, WLED, SCB, Attention: Paul Rodriguez through the State Office at: **Paul.Rodriguez@kcc.usda.gov**

- warehouse name
- location including county
- point of contact
- telephone number
- State licensing number
- capacity
- FAX number
- e-mail address
- how commodity is received – truck, rail, and/or barge.

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2 Valid Warehouse Codes (Continued)

B KCCO Actions

KCCO is responsible for assigning CCC warehouse codes and notifying States using a KC-232 of the CCC warehouse code assigned to warehouses located in their State.

C Valid Warehouse Codes on Federal Warehouse Receipts

UGRSA warehouse codes for grains, oilseeds and rice commodities are 5 digits. When entering the warehouse code into CLPS, employees shall enter the numbers **without** entering any leading zeros. Also, do **not** enter any dashes.

Example: Code on Warehouse receipt is 084858. In CLPS, for the warehouse code, enter only 84858. CLPS will automatically add a leading “0” if 5 digits are entered. Do **not** enter the leading zeros.

The following is an example of a Federal Licensed Warehouse receipt. The number circled in red is the CCC warehouse code.

LICENSE NUMBER 1234	FARMERS GRAIN STORAGE, INC., ANYTOWN, IA	RECEIPT NO. 123456	CCC WHSE NO. 9-9999 <small>The Undersigned Warehouse Operator Guarantees A Lien On Said Grain For Charges And Liabilities As Follows:</small>							
LICENSED AND BONDED UNDER THE UNITED STATES WAREHOUSE ACT ORIGINAL NEGOTIABLE WAREHOUSE RECEIPT FOR GRAIN										
RECEIVED FROM: Mr. Producer		OF Grainfield, IA								
For storage in the above-named warehouse in the course of Interstate or Foreign Commerce, grain of the quantity, kind, and grade described herein for which this receipt is issued subject to the United States Warehouse Act, the regulations thereunder for grain warehouse operators, and the terms of this contract. Grade, according to U. S. official standards, and weight are as determined by an inspector, and weight footcoul under said act. Said grain is _____ by the undersigned warehouse operator's guarantee or damage by fire, lightning, theft, explosion, tornado, cyclone, and windstorms unless otherwise stated hereon. Said grain is accepted upon condition that the depositor or holder of this receipt shall demand delivery not later than one year from the date of the receipt, the undersigned warehouse operator is not the owner of said grain either solely, jointly, or in common with others unless otherwise stated hereon. Upon return of this receipt properly indorsed and payment of the warehouse operator's lien claimed hereon, said grain or grain of the same or better grade will be delivered to the above named depositor or his ORDER.										
Date Issued	Kind of Grain	Grade & Sub Class	Moist. %							
08 01 00										
Lbs. of Gr. incl. dock	Gross Bushels	Net Pounds	Aler Bushels							
ISSUED AT ANYTOWN, IA BY _____										
The Issuance of A Fraudulent Receipt, Or Illegal Conversion Or Removal Of the Products Represented by This Receipt is Punishable by a \$10,000 Fine Or Imprisonment For 10 Years Or Both.										
SUPPLEMENT INFORMATION For purposes of the Uniform Grain and Rice Storage Agreement (Not part of Warehouse Receipt)										
Test #	Lbs	Moisture %	Protein	TD %	ND %	Fib %	SW	Tot. Del. %	Other Quality Factors	Coll. Initial and No.
Date Received: _____ Received by: _____										
FOR CCC USE ONLY										
Orga	Type	Sig	Area	Less/Purchase No						

In CLPS, the user shall enter 99999 for the warehouse code. Do **not** enter the dash. The warehouse code entered shall match the code for the warehouse on the DACO UGRSA site at https://internet-dotnet.fsa.usda.gov/approved_whses/ugrsa/approved_ugrsa_whses.asp.

Notes: If the warehouse receipts display an additional digit identifying the warehouse branch (Example: 8-1763-2), this additional number (“2”) shall **not** be entered in CLPS. If it has been, the loan must be corrected to match the warehouse code number on DACO’s UGRSA approved list.

CLPS allows for 6 digits because cotton warehouse codes are 6 digits.

EWR’s for cotton, peanuts and rice do not appear to be a part of the incorrect warehouse code problem because most of the warehouse codes are automatically downloaded with the information entered by the warehouse.

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2 Valid Warehouse Codes (Continued)

D Valid Warehouse Codes on State Warehouse Receipts

A number of States have an operating warehouse licensing program. A warehouse with a State warehouse license and no UGRSA, **must** be assigned and receive a CCC warehouse code from KCCO, before allowing producers to receive a MAL for commodities stored in that warehouse. See subparagraph A for additional information and 8-LP, subparagraph 536 B for a list of the States with an operating State warehouse licensing program.

States with a warehouse licensing program have their own State warehouse receipts or template. The location of the CCC warehouse code must be included on the receipt but are not in a standard position nationwide. Therefore, States **must** educate and inform County Office employees in their State as to the location of the CCC warehouse code on State licensed warehouses.

Note: The warehouse name, location, county, license type, warehouse status and warehouse code **must** be included on DACO's UGRSA web site, with the warehouse codes matching the numbers on the warehouse receipt

3 Process for State Offices to Identify Incorrect Warehouse Codes Entered into CLPS

A State Office Action

State Offices shall:

- verify warehouse codes entered in their State are correct
- identify incorrect codes and the associated MAL
- notify applicable County Offices with codes that need corrections made.

B Identifying Warehouse Codes in CLPS Using SORS

The following steps may be taken to identify the current warehouse codes entered in CLPS.

Step	Action
1	Access SORS at https://intranet.fsa.usda.gov/fsa/applications.asp .
2	Under the application directory select "G-O".
3	Select "MAL SORS – State Office Reporting System".
4	Sign into SORS using eAuth.
5	Under "State Reports" SELECT "Loan Summary".
6	SELECT "Condensed Warehouse Loans".
7	Select the applicable State and CLICK "PDF Report" and then CLICK "Open".
8	Print the "Condensed Warehouse Loans" report.

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3 Process for State Offices to Identify Incorrect Warehouse Codes Entered into CLPS (Continued)

C Identifying Correct and Incorrect Warehouse Codes

State Offices shall identify incorrect warehouse codes on the “Condensed Warehouse Loans” report in subparagraph B according to the following.

Step	Action
1	Access the UGRSA warehouse listing at https://internet-dotnet.fsa.usda.gov/approved_whses/ugrsa/approved_ugrsa_whses.asp .
2	Click on the applicable state.
3	CLICK “ Edit ” in the top toolbar. Select “find on this page...”, and a data box will be displayed on the top left of the report.
4	<p>From the “Condensed Warehouse Loans” report printed according to subparagraph 3B, enter the first warehouse code in the “Find” box.</p>  <p>The number of warehouse(s) with this code will be displayed.</p>
5	If there is a match, the code is probably correct. Proceed to the next warehouse code on the “Condensed Warehouse Loans” report.
6	If after entering the warehouse code, “no match” is displayed, this is not a valid warehouse code. Mark this warehouse code for additional review. A warehouse must either be an “approved” or “authorized” UGRSA warehouse to store a commodity for a MAL.

4 Identifying Specific MAL’s with Incorrect CCC Warehouse Codes in SORS

A A SORS “Ad Hoc Query” for Monitoring Warehouse Codes

State and County Offices can use SORS ad hoc queries to monitor the warehouse codes used for loans. This report can be helpful for identifying erroneous warehouse codes in the user’s State and/or county. This report can also identify the loan numbers with the incorrect warehouse codes.

Follow Notice LP-2225 and the following screenshot for the various options to choose to run a query for a warehouse report. Iowa is being used in this example.

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4 Identifying Specific MAL's with Incorrect CCC Warehouse Codes in SORS (Continued)

A A SORS "Ad Hoc Query" for Monitoring Warehouse Codes (Continued)

The screenshot shows the 'Loan Explorer' search interface. At the top, there is a breadcrumb trail: 'FSA Home / Applications / SORS / National / Loan Explorer'. Below this is a blue header with the text 'Loan Explorer'. The main section is titled 'Search Parameters' with a help icon. The parameters are as follows:

- Crop Year: 2016
- Commodity: ALL
- State: IOWA
- County: ALL
- Storage Type: All, Farm Stored, Warehouse Stored
- Loan Status: Outstanding, Fully Liquidated, Canceled
- Office Type: County Office, Cooperative (CMA, DMA, LSA)
- Recourse Status: Nonrecourse, Recourse

Below these are date filters:

- Filter by Activity Date: None
- From (mm/dd/yyyy):
- To (mm/dd/yyyy):

At the bottom are options for 'Level of Detail' and 'Group by':

- Level of Detail: Group and Total, using 'Group by', Show Full Detail
- Group by: State, County, Crop Year, Commodity, Commodity Class, Farm-stored vs. Warehouse-stored, Loan Type, Loan Status, Recourse Status, Warehouse, Gin Code, Application Date (YYYYMM), Approval Date (YYYYMM), Maturity Date (YYYYMM)

At the very bottom are three buttons: 'Web Report', 'PDF Report', and 'CSV Report'.

CLICK "CSV Report" to save/open the data in Microsoft Excel. Given the quantity of fields available for analysis, user can filter information more readily as CSV files in Excel rather than as a "Web Report" or "PDF Report."

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4 Identifying Specific MAL’s with Incorrect CCC Warehouse Codes in SORS (Continued)

B Filtering “Ad Hoc Queries” in Microsoft Excel

Once the file is open in Excel, users can prepare the data for analysis using the following.

Step	Action
1	Delete the first four rows. In SORS reports, the first three rows are blank and the fourth row contains a description of the report. The first row should now contain the column headers.
2	To freeze the top row, go to the “View” tab in the Microsoft Office Ribbon. Within the Window Panel, select “Freeze Panes/Freeze Top Row”. This will enable the user to scroll through the records and still view the header row
3	Delete or Hide all columns that are not relevant to the user query needs. Unless refined in the parameters, an “Ad Hoc Query” will produce a report with 39 columns. Most users will require a small fraction of these columns. To delete or hide a column, put the cursor on the letter above the applicable column, do a left click on the mouse which will highlight the column. Right click the mouse and left click on either “Delete” or “Hide”.
4	To display the warehouse codes from the smallest to highest number (like the Condensed Warehouse Loan report in subparagraph 3 B), click on the heading “Whse Code.” Go to the “Data” tab on the Microsoft Office Ribbon, and within the Sort and Filter Panel, click on “AZ↓.” This will sort and display the warehouse code column from the smallest code to the largest code while viewing it in Excel. To filter the report further, click on “Filter” within the Sort and Filer Panel, and use the dropdown arrow in a column header to checkboxes to select specific values.

By filtering out the unnecessary columns, the user can create a more useful report that contains the County, Loan Number, Commodity, Warehouse Code, Maturity Date, Outstanding Quantity and Amount, Service Fee and Interest Rate. Here is an example:

County	Loan Number	COMM	Warehouse Code	Maturity Date	Outstanding Quantity	Outstanding Amount	Service Fee	Interest Rate
XXX	10001	CORN	12345	8/31/2016	7,500.00	\$13,650.00	\$51.00	1.625%

The Warehouse Code shall then be compared for validity to the codes found at https://internet-dotnet.fsa.usda.gov/approved_whses/ugrsa/approved_ugrsa_whses.asp for the user’s State.

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4 Identifying Specific MAL’s with Incorrect CCC Warehouse Codes in SORS (Continued)

C Saving the “Ad Hoc” Report in Microsoft Excel

Step	Action
1	To save the report, SELECT “ Save As ”, either from the “File” tab in the Microsoft Office Ribbon or by pushing the keyboard button F12.
2	Select the appropriate file location. Since the default location will be the user’s download file, the user should select a different file location that is appropriate for the report.
3	For the file name, remember to include a description of the report in the file name. For example, if a user created a report of all outstanding CY2016 warehouse stored MAL’s in the user’s State as of February 1, 2017, the file name should include such data: CY2016.outstanding.warehouse.MALs.2017.2.1
4	For the “Save As” type, select Excel Workbook if you have added any formatting, filters or graphs. Saving the file as a “CSV file” will remove these features.

5 Correcting Loans with Incorrect Warehouse Codes

A Overview

Once loans with incorrect warehouse codes have been identified using the ad hoc query for monitoring warehouse codes and the UGRSA warehouse listing website, applicable loans must be corrected in CLPS by canceling and re-entering the loan with the correct warehouse code.

Loans where the warehouse code was incorrect that have been fully repaid, do not have to be corrected.

B Correcting Loans with No-Repayments

The following table provides instructions for County Offices to correct loans without repayments.

Step	Action
1	Access CLPS through “FSA Applications” on the FSA Intranet at: http://insidefsa.usda.gov .
2	On the CLPS Home Screen, select applicable loan either by: <ul style="list-style-type: none"> • producer • loan number.
3	On the Search Results Screen, CLICK “ Service ” next to the applicable loan.
4	On the Loan Servicing Screen, CLICK “ Cancel ”.
5	Using the drop-down select “Loan Correction”.
6	CLICK “ Cancel Loan ”.

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5 Correcting Loans with Incorrect Warehouse Codes (Continued)

B Correcting Loans with No-Repayments (Continued)

Step	Action
7	Re-enter loan using the original: <ul style="list-style-type: none"> • application date • signature date • approval dates. <p>Note: Notate the original loan number on the new loan agreement and attach loan documents. A new signature from the borrower is not required.</p>
8	Access NPS according to 1-FI.
9	CLICK “ Reset Payment Processing ” <p>Important: This is important to make sure the receivables created when the MAL was cancelled are brought in from NRRS.</p>
10	Certify and sign the loan package ensuring that each payment is completely offset by the receivable created from canceled loan <p>Note: No further monies should be disbursed if loan has been entered correctly. Producer loan proceeds as well as assessments should have receivables to match new loan disbursements.</p>

C Correcting Loans with Partial Repayments

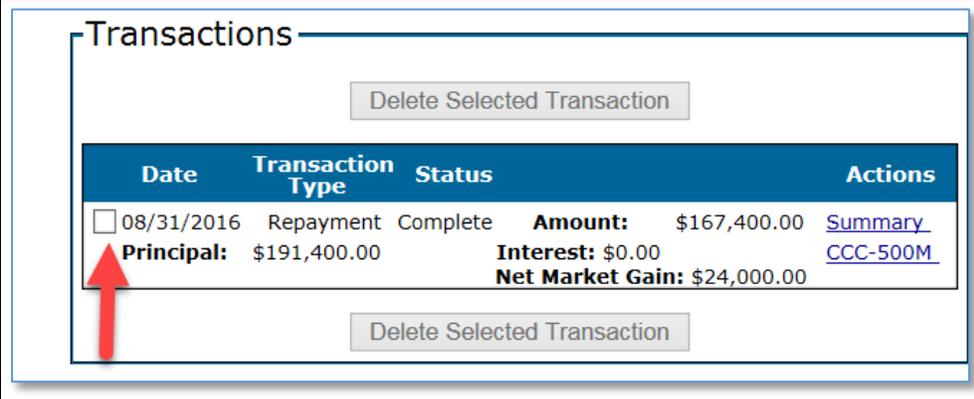
The following table provides instructions for County Offices to correct loans with repayments.

Step	Action
1	Access NRRS through “FSA Applications” on the FSA Intranet.
2	Activate the applicable remittance. <p>Note: If multiple repayments have been made on loan, user must activate each applicable remittance.</p>
3	Access CLPS through “FSA Applications” on the FSA Intranet.
4	On the CLPS Home Screen, select applicable loan either by: <ul style="list-style-type: none"> • producer • loan number.
5	On the “Search Results” Screen, CLICK “ Service ” next to the applicable loan.

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5 Correcting Loans with Incorrect Warehouse Codes (Continued)

C Correcting Loans with Partial Repayments (Continued)

Step	Action
6	<p>Click the selected box out beside the most current repayment</p> 
7	<p>CLICK “Delete Selected Transaction”</p> <p>User will be prompted for reason and confirmation of deletion. If more than 1 repayment exists, user will need to start with the most current repayment and delete each individual repayment one at a time.</p> <p>Note: All repayments must be cancelled before the loan can be cancelled.</p>
8	<p>Cancel the loan according to the steps in subparagraph B.</p> <p>Note: Now that the loan has no repayments associated with it, the instructions in subparagraph B steps 2 through 10 shall be followed.</p>
9	<p>After certifying and signing payment in NPS according to subparagraph B, Step 10, re-access CLPS to re-enter the repayment(s).</p>
10	<p>Re-enter all repayments in chronological order. Take caution to make sure the following are exactly as original repayment entries:</p> <ul style="list-style-type: none"> • date of repayment • check number • remitter • remittance amount • repayment amount.
11	<p>Access NRRS and deactivate the remittance(s).</p> <p>Note: The balance remaining of the remittance must be \$0.00.</p>

All MAL’s with incorrect warehouse codes **must** be corrected in CLPS by March 23, 2017.

6 Second Party Reviews

A Purpose

Second party reviews are required for all MAL's before loan approval and disbursement to make sure that the information on which the disbursement made to the producer is correct.

B Second Party Review for Warehouse MAL's in CLPS

CLPS requires a second party review of the information in CLPS before the note and security agreement can be generated. The second party reviewer cannot be the user who initially entered the loan application into CLPS.

The second party reviewer checks the information entered into CLPS for accuracy including but not limited to the following for a warehouse loan:

- producer(s) name, address, and shares
- loan application date
- loan, storage, and funding type
- commodity and class/variety/type
- CCC warehouse code with the State and County
- conditions
- farm number(s) associated with production
- warehouse receipt issue date
- warehouse receipt number
- net weight
- net quantity
- date commodity received
- storage paid through date
- in-handling charges paid or provided for
- loan rate to make sure it is correct for the commodity and storage location
- loan amount, service fee, assessment, if applicable, and disbursement amount
- manual handling for additional payees
- CCC-10 date
- lien search date
- name(s) of producers required to sign the CCC-678.

The identity of the second party reviewer and the date the review was completed is captured in CLPS.

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7 Action

A State Office Action

State Office specialists shall:

- ensure that their County Office employees understand where the CCC warehouse code is on both Federal and State, if applicable, receipts
- identify the warehouse codes entered in their State in CLPS according to subparagraphs 3 B and C
- identify MAL's with incorrect warehouse codes according to paragraph 4
- notify County Offices in their State of the loans with the incorrect CCC warehouse codes
- assist County Offices with correcting the MAL's with the incorrect warehouse codes according to paragraph 5
- ensure their County Offices are using the second party review process to identify errors in MAL's before loan disbursement
- continue to monitor the warehouse codes for MAL's in their State for possible errors.

B County Office Action

County Office employees shall:

- become familiar with the web sites where they can find valid CCC warehouse codes
- ensure that the correct CCC warehouse code is entered when processing a warehouse stored MAL
- correct all MAL's with incorrect CCC warehouse codes according to paragraph 5 by March 23, 2017
- ensure that during second party reviews the information entered in CLPS is correct.

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7 Action (Continued)

C Points of Contact

Follow this chart below for questions or concerns regarding the contents of this notice.

IF the question is about...	THEN State Offices shall contact...
cotton MAL policy	Kelly Hereth-Dawson by either of the following: <ul style="list-style-type: none">• email to kelly.hereth@wdc.usda.gov• telephone at 202-720-0448.
peanut MAL and sugar commodity loan policy	George Pryor by either of the following: <ul style="list-style-type: none">• email to george.pryor@wdc.usda.gov• telephone at 202-690-4799.
policy for all other eligible commodities according to 8-LP subparagraph 225 C	DeAnn Allen by either of the following: <ul style="list-style-type: none">• email to deann.allen@wdc.usda.gov• telephone at 202-720-9889.
CMA, DMA, and LSA policy	Frankie Coln at either of the following: <ul style="list-style-type: none">• email to frankie.coln@wdc.usda.gov• telephone at 202-720-9011.
MAL and commodity loan automation	Dana Wood at either of the following: <ul style="list-style-type: none">• email at dana.wood@wdc.usda.gov• telephone at 912-449-5303 ext. 112.