



# **User Guide**

## **Section 2.2**

### **Bale Invoice Search**

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## Section 2.2 Bale Invoice Search

### A. Introduction

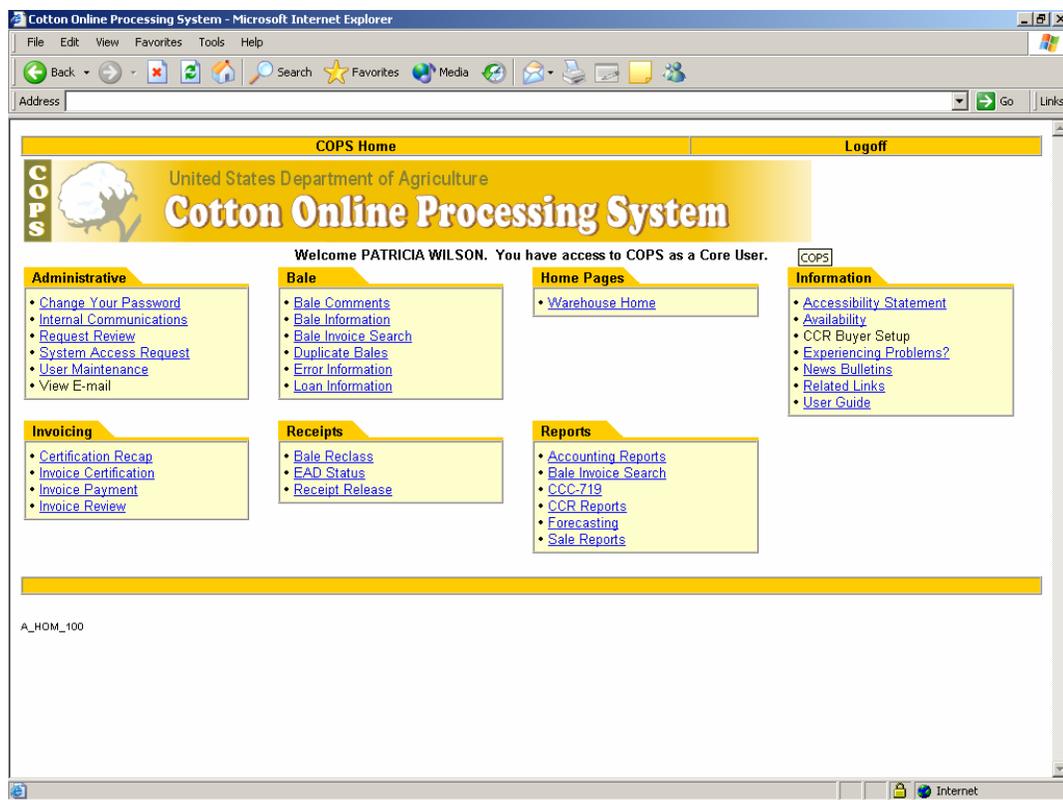
The "Bale Invoice Search" link on the COPS Home Page provides the ability to search for invoices where specific bales are included.

### 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.

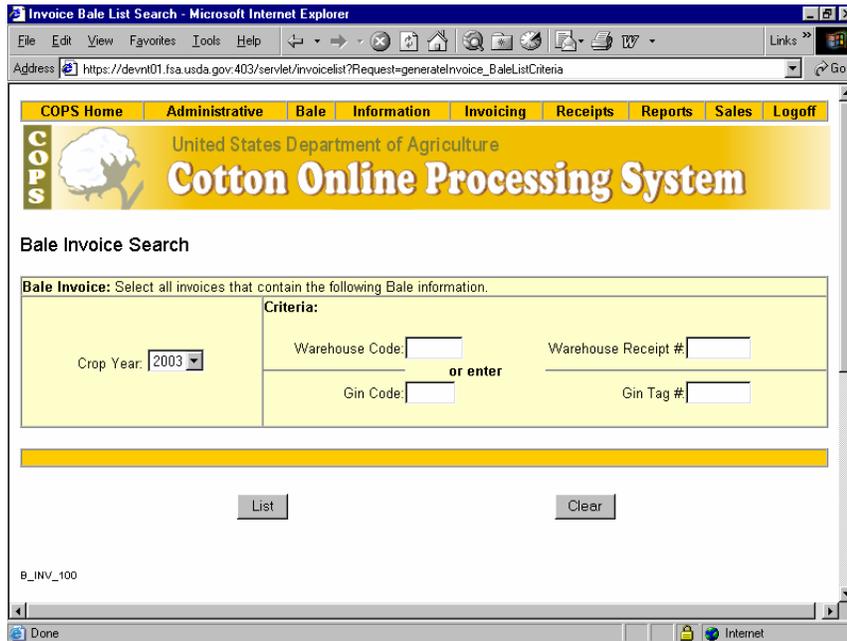
Along with the **Home Page**, there will appear on all screens (except on pop-up screens) along the top, a **Menu / Navigation bar** to assist in proceeding through the various menu options.



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## 2. Bale Invoice Search (B\_INV\_100)

The Bale Invoice Search screen provides selection criteria of crop year and either warehouse code / warehouse receipt number or gin code / gin tag to find all invoices containing the selected bale.



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## 3. Invoice List (I\_REV\_120)

The Invoice List screen contains only the invoices including the selected bale.

**Invoice List**

**Invoice List Criteria:**  
 Invoice Type = Producer Collection  
 Sorted by: Invoice\_Number\_Descending  
 Total Invoices in List: 7132

Click **Line No.** to Display the Invoice, Click **Invoice Number** to Download the Invoice

Line No.	Invoice Number	Creation Date	Type	Status	WHSE/Buyer	St/Cnty	Loan	Bale Count	Invoice Total Amt
1	<a href="#">2003000007246</a>	01/17/2003	PC	Receivable Established	602005	37/153	<a href="#">2001U00097</a>	87	314.07
2	<a href="#">2003000007245</a>	01/17/2003	PC	Write-off producer collection \$9.99 and less	177505	06/019	<a href="#">2001E01178</a>	6	8.64
3	<a href="#">2003000007244</a>	01/17/2003	PC	Receivable Established	177505	06/019	<a href="#">2001E01175</a>	12	16.94
4	<a href="#">2003000007243</a>	01/17/2003	PC	Awaiting Payment	177505	06/019	<a href="#">2001E01174</a>	20	23.06
5	<a href="#">2003000007242</a>	01/17/2003	PC	Write-off producer collection \$9.99 and less	177505	06/019	<a href="#">2001E01173</a>	3	5.00
89	<a href="#">2003000007069</a>	01/06/2003	PC	Awaiting Payment	466466	28/115	<a href="#">2001U00570</a>	115	107.41
90	<a href="#">2003000007068</a>	01/06/2003	PC	Write-off producer collection \$9.99 and less	176450	06/029	<a href="#">2001E00604</a>	1	4.35
91	<a href="#">2003000007067</a>	01/06/2003	PC	Awaiting Payment	176450	06/029	<a href="#">2001E00602</a>	108	202.73
92	<a href="#">2003000007066</a>	01/06/2003	PC	Awaiting Payment	176450	06/029	<a href="#">2001E00599</a>	21	39.90
93	<a href="#">2003000007065</a>	01/06/2003	PC	Awaiting Payment	176450	06/029	<a href="#">2001E00590</a>	150	549.10
94	<a href="#">2003000007064</a>	01/06/2003	PC	Write-off producer collection \$9.99 and less	176450	06/029	<a href="#">2001E00589</a>	3	9.03
95	<a href="#">2003000007063</a>	01/06/2003	PC	Awaiting Payment	176450	06/029	<a href="#">2001E00588</a>	380	1742.20
96	<a href="#">2003000007062</a>	01/06/2003	PC	Awaiting Payment	176450	06/029	<a href="#">2001E00586</a>	17	60.35
97	<a href="#">2003000007061</a>	01/06/2003	PC	Write-off producer collection \$9.99 and less	176450	06/029	<a href="#">2001E00585</a>	2	2.19
98	<a href="#">2003000007060</a>	01/06/2003	PC	Awaiting Payment	176450	06/029	<a href="#">2001E00576</a>	83	145.23
99	<a href="#">2003000007059</a>	01/06/2003	PC	Awaiting Payment	122095	04/013	<a href="#">2001E00291</a>	49	146.02
100	<a href="#">2003000007058</a>	01/06/2003	PC	Awaiting Payment	104510	01/099	<a href="#">2001U00520</a>	9	55.98

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## 4. Invoice List (I\_REV\_120)

The Invoice List screen contains only the invoices including the selected bale.

**Invoice List**

**Invoice List Criteria:**  
 Invoice Type = Producer Collection  
 Sorted by: Invoice\_Number\_Descending  
 Total Invoices in List: 7132

Click **Line No.** to Display the Invoice, Click **Invoice Number** to Download the Invoice

Line No.	Invoice Number	Creation Date	Type	Status	WHSE/Buyer	St/Cnty	Loan	Bale Count	Invoice Total Amt
1	<a href="#">2003000007246</a>	01/17/2003	PC	Receivable Established	602005	37/153	<a href="#">2001U00097</a>	87	314.07
2	<a href="#">2003000007245</a>	01/17/2003	PC	Write-off producer collection \$9.99 and less	177505	06/019	<a href="#">2001E01178</a>	6	8.64
3	<a href="#">2003000007244</a>	01/17/2003	PC	Receivable Established	177505	06/019	<a href="#">2001E01175</a>	12	16.94
4	<a href="#">2003000007243</a>	01/17/2003	PC	Awaiting Payment	177505	06/019	<a href="#">2001E01174</a>	20	23.06
5	<a href="#">2003000007242</a>	01/17/2003	PC	Write-off producer collection \$9.99 and less	177505	06/019	<a href="#">2001E01173</a>	3	5.00
89	<a href="#">2003000007089</a>	01/06/2003	PC	Awaiting Payment	466466	28/115	<a href="#">2001U00570</a>	23	107.41
90	<a href="#">2003000007088</a>	01/06/2003	PC	Write-off producer collection \$9.99 and less	176450	06/029	<a href="#">2001E00604</a>	1	4.35
91	<a href="#">2003000007087</a>	01/06/2003	PC	Awaiting Payment	176450	06/029	<a href="#">2001E00602</a>	108	202.73
92	<a href="#">2003000007086</a>	01/06/2003	PC	Awaiting Payment	176450	06/029	<a href="#">2001E00599</a>	21	39.90
93	<a href="#">2003000007085</a>	01/06/2003	PC	Awaiting Payment	176450	06/029	<a href="#">2001E00590</a>	150	549.10
94	<a href="#">2003000007084</a>	01/06/2003	PC	Write-off producer collection \$9.99 and less	176450	06/029	<a href="#">2001E00589</a>	3	9.03
95	<a href="#">2003000007083</a>	01/06/2003	PC	Awaiting Payment	176450	06/029	<a href="#">2001E00588</a>	380	1742.20
96	<a href="#">2003000007082</a>	01/06/2003	PC	Awaiting Payment	176450	06/029	<a href="#">2001E00586</a>	17	60.35
97	<a href="#">2003000007081</a>	01/06/2003	PC	Write-off producer collection \$9.99 and less	176450	06/029	<a href="#">2001E00585</a>	2	2.19
98	<a href="#">2003000007080</a>	01/06/2003	PC	Awaiting Payment	176450	06/029	<a href="#">2001E00576</a>	83	145.23
99	<a href="#">2003000007059</a>	01/06/2003	PC	Awaiting Payment	122095	04/013	<a href="#">2001E00291</a>	49	146.02
100	<a href="#">2003000007058</a>	01/06/2003	PC	Awaiting Payment	104510	01/099	<a href="#">2001U00520</a>	9	55.98

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### C. Bale Invoice Search Access Instructions

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

Step	Action	Results
1.	On the <b>COPS Home Page</b> , click the "Bale Invoice Search" link under the Invoice heading.	♦ The <b>Bale Invoice Search</b> screen will be displayed (go to step 2).
2.	<p>On the <b>Bale Invoice Search</b> screen, <b>do the one of the following:</b></p> <p>a. Select a list of invoices for an individual bale, select the bale's Crop Year from the dropdown list and, enter the Warehouse Code and Warehouse Receipt Number, then, click "List".</p> <p>b. Select a list of invoices for an individual bale, select the bale's Crop Year from the dropdown list and, enter the Gin Code and Gin Tag, then, click "List".</p> <p>c. To reset and clear any selection criteria that has been entered, click "Clear".</p>	<p>a. The <b>Invoice List</b> screen will be displayed with only the invoices for the selected bale (go to step 3).</p> <p>b. The <b>Invoice List</b> screen will be displayed with only the invoices for the selected bale (go to step 3).</p> <p>c. The <b>Invoice Review</b> screen text fields will be reset and cleared. (continue with this step).</p>
3.	<p>For further access information on the <b>Invoice List</b> screen, refer to the User Guide section <b>4.2 Invoice Review</b>.</p> <p>For further access information on the <b>Loan List</b> screen, refer to the User Guide section <b>2.4 Loan Information</b>.</p>	

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### D. Function Tables for Screens

#### 1. Home Page (A\_HOM\_100) Screen Functions

Selection	Description
Bale Invoice Search	Link to the Bale Invoice Search process. The <b>Bale Invoice Search</b> screen will be opened.
Command Buttons	Functions
<i>None</i>	

#### 2. Bale Invoice Search (B\_INV\_100) Screen Functions

Selection	Description
<b>List Report Criteria</b>	
Crop Year	Choose a crop year from the drop-down list.
Warehouse Code	Enter the Warehouse Code.
Warehouse Receipt #	Enter the Warehouse Receipt Number.
Warehouse Code	Enter the Warehouse Code.
Gin Code	Enter the Gin Code.
Gin Tag	Enter the Gin Tag.
Command Buttons	Functions
List	To list invoices meeting the selection criteria.
Clear	Clears all information entered. Information can be entered again.

#### 3. Invoice List (B\_INV\_110) Screen Functions

Selection	Description
Line No.	Numeric line number for invoices in listing.
Invoice Number	Unique number for invoice.
Creation Date	Date of creation of invoice.
Type	Invoice type code: <ul style="list-style-type: none"><li>◆ PC - Producer Collection Invoice</li><li>◆ BI - Buyer Invoice Collection Letter / Invoice Detail</li><li>◆ Final Storage Invoice Payment Detail</li><li>◆ R/O Loaned Invoice Payment Detail</li></ul>

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	<ul style="list-style-type: none"> <li>◆ Forfeiture Invoice Payment Detail</li> <li>◆ Forfeiture Invoice Payment Detail-Addendum</li> </ul> <p>Quarterly Storage Invoice Detail</p>
Status	Statue code for the invoice payment and certification process.
WHSE/Buyer	Associated Warehouse or Buyer code for the invoice.
Loan	Loan Number for Invoice
Bale Count	Total number of bales on the invoice.
<b>Command Buttons</b>	<b>Functions</b>
Line Number link	By clicking on the line number, based on the type of invoice one of the Invoice detail screens will appear:
Invoice Number link	By clicking the individual invoice number, a pop-up screen will appear to assist the user in downloading an invoice file to the user's PC.
Loan	By clicking the individual loan number, the <b>Loan List</b> screen will appear.
Next	Displays next page of <b>Invoice List</b> with next 100 records for selected bale.
Previous	Displays previous page <b>Invoice List</b> with previous 100 records for selected bale.

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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 CCC-719 added to COPS Home Page. <ul style="list-style-type: none"><li>◆ Updated pages with Home Page screens.</li></ul>
1.2	SEP 1, 2003	Changes: <ul style="list-style-type: none"><li>◆ On Invoice List / replaced screen print to show addition of 'Total number of Invoices in List' that meet criteria.</li></ul>
1.3	NOV 11, 2003	New option Duplicate Bales added to Home Page <ul style="list-style-type: none"><li>◆ Updated pages with Home Page.</li></ul>
1.4	DEC 1, 2003	Two new options Invoice Certification & Certification Recap added to Home Page <ul style="list-style-type: none"><li>◆ Updated pages with Home Page.</li></ul>
1.7	DEC 15, 2005	New options on Home page <ul style="list-style-type: none"><li>◆ Updated Home Page (A_HOM_100) screen.</li></ul>