



# **User Guide**

## **Section 2.5**

### **Duplicate Bales**

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# Cotton Online Processing System

## Section 2.5 Duplicate Bales

### A. Introduction

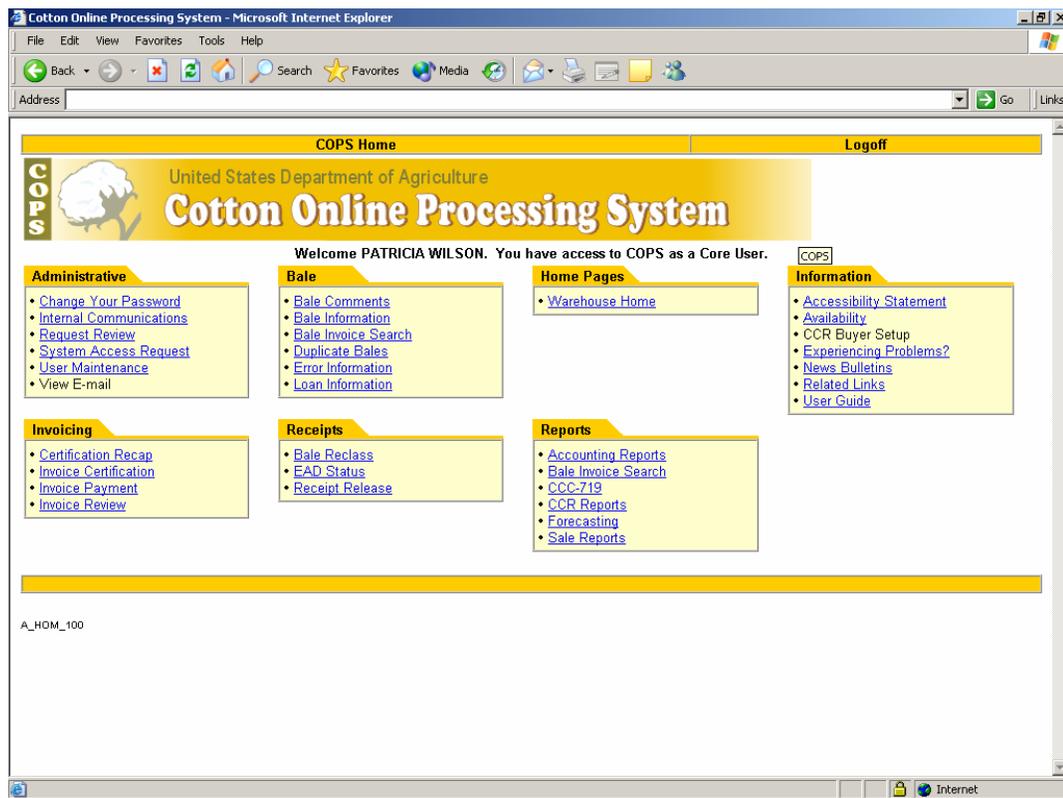
The "**Duplicate Bale**" link on the **COPS Home Page** provides the ability to review information on bales that are duplicates. Access to this link is secured and limited to Core, CMA/LSA, State and County Users.

### 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.

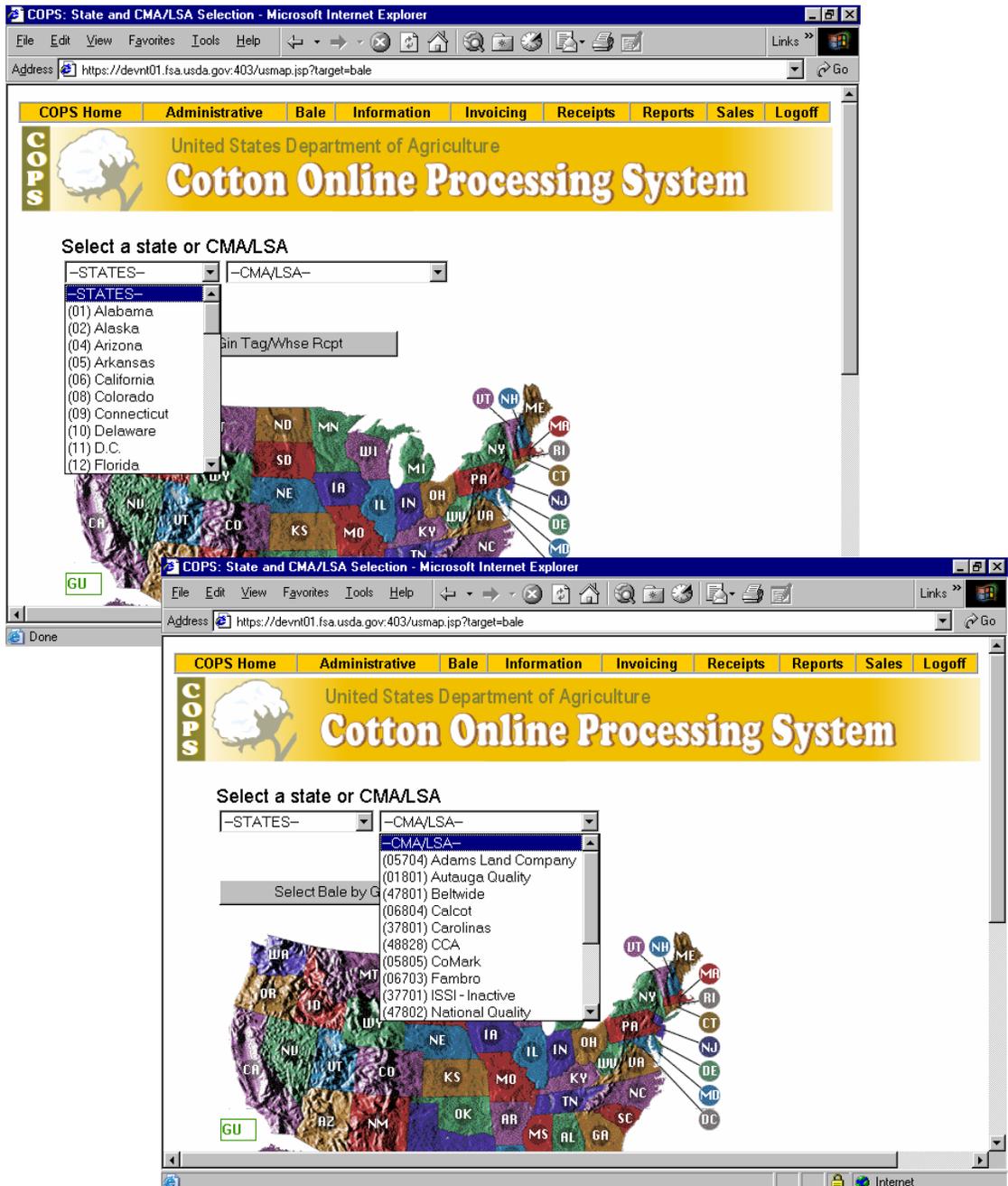
Along with the **Home Page**, there will appear on all screens (except on pop-up screens) along the top, a **Menu / Navigation bar** to assist in proceeding through the various menu options.



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## 2. US Map (B\_INF\_USmap)

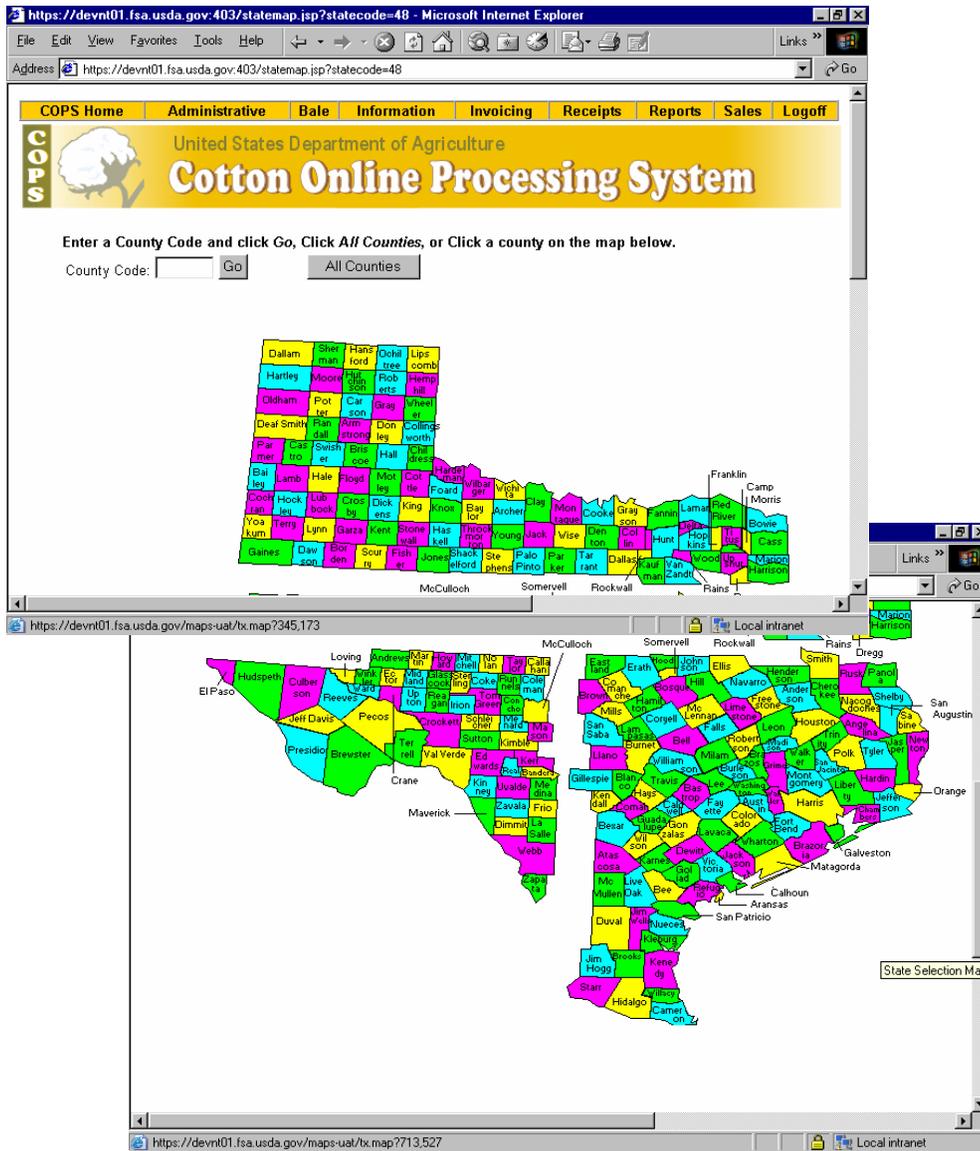
For Core Users only, on the **US Map** screen to select a particular state or a CMA/LSA, a dropdown box will list the States or CMA/LSAs along with their codes to assist in the search.



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## 3. State Map (B\_INF\_STmap)

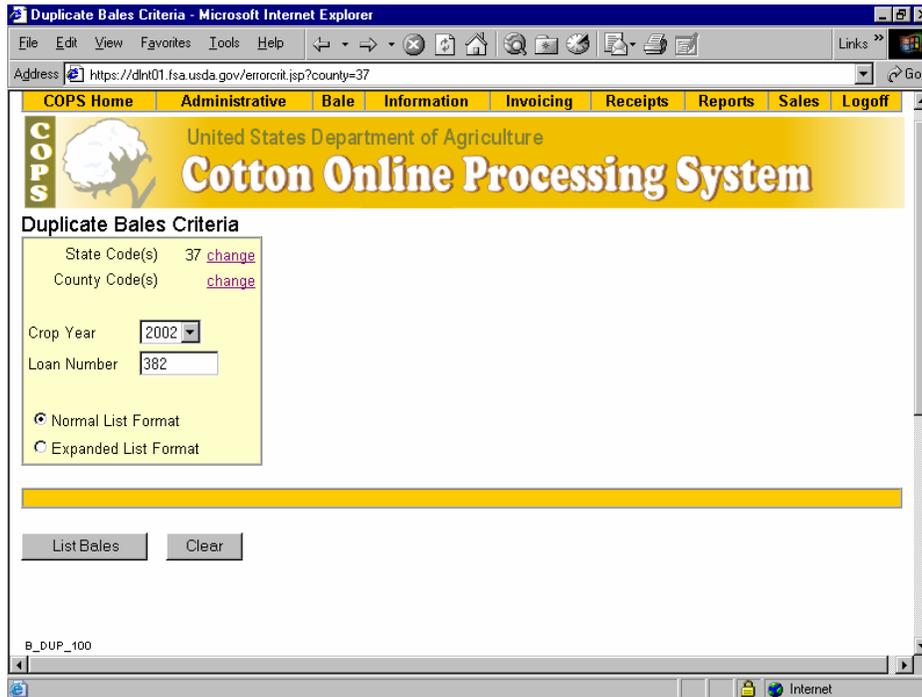
For Core and State Users only, the **State Map** screen will assist in the selection of a particular county code or all counties.



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## 4. Duplicate Bale Criteria (B\_DUP\_100)

The Duplicate Bale Criteria screen is used to aid in the selection of duplicate bales by state and county, crop year and loan number. There are two formats available for viewing the duplicate bales, normal and expanded.



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## 5. Duplicate Bales List (B\_DUP\_110) - (expanded version)

The Duplicate Bales List screen (expanded version)

**COPS** United States Department of Agriculture  
**Cotton Online Processing System**

**Duplicate Bales List**  
Today's Date: Thu Nov 03 13:02:56 CST 2005  
Report Criteria: {multscreen=false, cropYear=2004, listType=Expanded, loanNbr=00564}  
Report Sorted by: Gin Code, then by Gin Tag, then by State Code, then by County Code, then by Error Code, then by Loan Number  
Report Limitations: Maximum number of records retrieved per query=100

Click **Line No.** to view bale history.

Line No.	Duplicate Information			
<a href="#">1</a>	<b>Gin Code</b>	<b>Gin Tag</b>	<b>Warehouse Code</b>	<b>Receipt Number</b>
	03500	0780093	999999	780093
	<b>State/County</b>	<b>Error Code</b>	<b>Loan Number</b>	<b>Document Date</b>
	37/061	R030	D00564	1901-01-01
	37/107	R031	D00591	1901-01-01
<a href="#">2</a>	<b>Gin Code</b>	<b>Gin Tag</b>	<b>Warehouse Code</b>	<b>Receipt Number</b>
	03500	0780094	999999	780094

37/107 | R031 | D00591 | 1901-01-01

**END OF REPORT** Bales matching criteria: 120

[Back To Criteria Screen](#)

B\_DUP\_110

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## Duplicate Bales List (B\_DUP\_110) - (normal version)

**COPS** United States Department of Agriculture  
**Cotton Online Processing System**

**Duplicate Bales List**  
 Today's Date: Thu Nov 03 13:04:45 CST 2005  
 Report Criteria: {multscreen=false, cropYear=2004, listType=Normal, loanNbr=00564}  
 Report Sorted by: Gin Code, then by Gin Tag, then by State Code, then by County Code, then by Error Code, then by Loan Number  
 Report Limitations: Maximum number of records retrieved per query=100

Click **Line No.** to view bale history.

Line No.	Gin Code	Gin Tag	Warehouse Code	Receipt Number	State/County	Error Code	Loan Number	Document Date
<a href="#">1</a>	03500	0780093	999999	780093	37/061	R030	D00564	1901-01-01
<a href="#">2</a>	03500	0780093	999999	0	37/107	R031	D00591	1901-01-01
<a href="#">3</a>	03500	0780094	999999	780094	37/061	R030	D00564	1901-01-01
<a href="#">4</a>	03500	0780094	999999	0	37/107	R031	D00591	1901-01-01
<a href="#">5</a>	03500	0780095	999999	780095	37/061	R030	D00564	1901-01-01
<a href="#">6</a>	03500	0780095	999999	0	37/107	R031	D00591	1901-01-01
<a href="#">7</a>	03500	0780096	999999	780096	37/061	R030	D00564	1901-01-01

99 03500 0780321 999999 780321 37/061 R030 D00564 1901-01-01  
 100 03500 0780321 999999 0 37/107 R031 D00591 1901-01-01

Next

Bales matching criteria: 120 Page: 1 of 2

Back To Criteria Screen

B\_DUP\_110

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## 6. Bale History (B\_INF\_140) (with comments for Core User)

The **Bale History** screen displays all transactions relating to the selected bale. The transactions may be displayed in either ascending or descending transaction date order. The Bale History screen is a pop-up screen. For Core Users, a "comments" field is available to updating pertaining to that specific bale.

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**Bale History**

Crop Year: 2002      Gin Code: 03468      Gin Tag Number: 0357835  
 Warehouse Code: 565510      Receipt Number: 0060024

**Comments**  
 No comments currently available for this bale.

Apply Changes  
 Reset

**Date Sequence**  
 Ascending  
 Descending

History							
Transaction Date/Time	State/County	Loan Number	Transaction	Correction	Tape/Batch	Error Code	Transaction Source
Thu, Mar-06-2003 13:30:31 PM			Provider Upload (PU)				MKTBP01A
Thu, Mar-06-2003 00:18:20 AM		37/083	Loan Deficiency Payment (D)				MKTBL020
Wed, Mar-19-2003 00:18:27 AM		37/065	Bale under loan (A)				MKTBL020
Tue, Jul-29-2003 00:18:00 AM		37/065	Bale under loan (A)				MKTBL020
Wed, Aug-13-2003 00:17:21 AM		37/065	Bale under loan (A)				MKTBL020
Wed, Aug-13-2003 00:17:21 AM		37/065	Bale under loan (A)				MKTBL020
Tue, Aug-26-2003 00:19:01 AM		37/065	Bale under loan (A)				MKTBL020
Mon, Sep-22-2003 12:11:40 PM		37/065	Repaid and First Release (BH)				MKTBP030
Wed, Sep-24-2003 00:16:38 AM		37/065	Bale redeemed - certificate (N)				MKTBL020

Print      Close

B\_INF\_140

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### C. Duplicate Bales 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 "Duplicate Bales" link under the Bales heading.	<ul style="list-style-type: none"> <li>◆ For Core User, the <b>US Map screen</b> will be displayed (continue to step 2)</li> <li>◆ For a County User, the <b>Duplicate Bales Criteria</b> screen will be displayed (go to step 4).</li> <li>◆ For a State User, the <b>State Map</b> screen will be displayed (go to step 3).</li> <li>◆ For a CMA/LSA User, the <b>Duplicate Bales Criteria</b> screen will be displayed (go to step 4).</li> </ul>
2.	<p>On the <b>US Map</b> screen, <b>do the one of the following:</b></p> <ul style="list-style-type: none"> <li>a. Select a state from the drop down STATES box.</li> <li>b. Select a CMA/LSA from the drop down CMA/LSA box.</li> <li>c. On the US map of states, click a state.</li> <li>d. Or, click "Select Bale by Gin tag/Whse Receipt".</li> </ul>	<ul style="list-style-type: none"> <li>a. The <b>State Map</b> screen will be displayed (continue to step 3).</li> <li>b. The <b>Duplicate Bales Criteria</b> screen will be displayed (go to step 4).</li> <li>c. The <b>State Map</b> screen will be displayed (continue to step 3).</li> <li>d. The <b>Duplicate Bales Criteria</b> screen will be displayed (go to step 4).</li> </ul>
3.	<p>On the <b>State Map</b> screen, <b>do one of the following:</b></p> <ul style="list-style-type: none"> <li>a. Enter a county code in the text box and click "GO".</li> <li>b. On the state map of counties, click on a county.</li> <li>c. Click "All Counties".</li> </ul>	<p>The <b>Duplicate Bales Criteria</b> screen will be displayed and:</p> <ul style="list-style-type: none"> <li>a. The state and county codes selected will be displayed (go to step 4).</li> <li>b. The state and county codes selected will be displayed (go to step 4).</li> <li>c. Only the state code selected will be displayed (go to step 4).</li> </ul>

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Step	Action	Results
4.	<p>On the <b>Duplicate Bales Criteria</b> screen, <b>do the one of the following:</b></p> <ul style="list-style-type: none"> <li>a. For normal listing select the Crop Year from the dropdown list and enter the Loan Number, then, click "List".</li> <li>b. For an expanded listing select the Crop Year from the dropdown list, enter the Loan Number and select Expanded List Format, then, click "List Bales".</li> <li>c. To reset and clear any selection criteria that has been entered, click "Clear".</li> </ul>	<ul style="list-style-type: none"> <li>a. The normal version of the <b>Duplicate Bales List</b> screen will be displayed with only the bales for the selected criteria. The Duplicate bales will appear sorted by Gin Code, Gin Tag Number, Warehouse Number and Warehouse receipt Number, with one bale per line (go to step 5).</li> <li>b. The expanded version of the <b>Duplicate Bales List</b> screen will be displayed with only the bales for the selected criteria. The Duplicate bales will appear together by Gin Code, Gin Tag Number and Warehouse Number, with the Warehouse receipt Number for the first bales followed by State/County Codes, Error Codes and Loan Numbers of the Duplicates grouped together (go to step 6).</li> <li>c. The <b>Duplicate Bale Criteria</b> screen text fields will be reset and cleared. (continue with this step).</li> </ul>
5.	<p>On the normal version of the <b>Duplicate Bales List</b> screen, <b>do the one of the following:</b></p> <ul style="list-style-type: none"> <li>a. To view the transaction history of the bale, click the "Line No.".</li> <li>b. To return to the Duplicate Bale Criteria screen, click the "back to Criteria Screen".</li> </ul>	<ul style="list-style-type: none"> <li>a. The <b>Bale History</b> screen will be displayed with transaction history for the bale selected (go to step 7).</li> <li>b. The <b>Duplicate Bale Criteria</b> screen will be displayed (go to step 4).</li> </ul>
6.	<p>On the expanded version of the <b>Duplicate Bales List</b> screen, <b>do the one of the following:</b></p>	

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Step	Action	Results
	<ul style="list-style-type: none"> <li>c. To view the transaction history of the first bale, click the "Line No."</li> <li>d. To return to the Duplicate Bale Criteria screen, click the "back to Criteria Screen".</li> </ul>	<ul style="list-style-type: none"> <li>c. The <b>Bale History</b> screen will displayed with transaction history for the bale selected (go to step 7).</li> <li>d. The <b>Duplicate Bale Criteria</b> screen will be displayed (go to step 4).</li> </ul>
7.	<p>On the <b>Bale History</b> screen, <b>do one of the following:</b></p> <ul style="list-style-type: none"> <li>a. Click "Print", to send a printed listing of the bale's transaction history to the local printer.</li> <li>b. Click "Close", to close the pop-up window and return to the Bale Information screen.</li> <li>c. For Core Users, to add additional information or modify the comments, make the changes and click "Apply Changes".</li> <li>d. For Core Users, to clear the comments added before clicking on "Apply Changes", click "Reset".</li> </ul>	<ul style="list-style-type: none"> <li>a. A printout of the complete screen will be sent to the local printer.</li> <li>b. The pop-up <b>Bale History</b> screen will close, and return to the <b>Bale Information</b> screen.</li> <li>c. The comments for the bale will be updated. <i>Be aware, if comments are typed over or cleared, they will be gone. Best to append additional comments to the end.</i></li> <li>d. The comments typed in will be erase and the comments will revert to the original comments.</li> </ul>

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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. US Map (B\_INF\_USmap) Screen Functions

Selection	Description
STATES	Dropdown box of States. Select a state by clicking on the down arrow and selecting a state.
CMA/LSA	Dropdown box of States. Select a state by clicking on the down arrow and selecting a state.
Command Buttons	Functions
Select Bale by Gin Tag / Whse Rcpt	Opens <b>Bale Information Criteria</b> screen.

#### 3. State Map (B-INF\_Stmap) Screen Functions

Selection	Description
County Code	Dropdown box of Counties for the State. Select a county by clicking on the down arrow and clicking on a county.
State Map of counties	State map of all the counties within the state. Select a County by clicking on the county.
Command Buttons	Functions
Go	Opens <b>Bale Information Criteria</b> screen with county selected
All Counties	Opens <b>Bale Information Criteria</b> screen

#### 4. Duplicate Bales Criteria (B\_DUP\_100) Screen Functions

Selection	Description
<b>List Criteria</b>	
Crop Year	Choose a crop year from the drop-down list.
Loan #	Enter a loan number

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<b>List Format</b>	
Normal List Format	Select for normal (one bale per line) format
Expanded List Format	Select for expanded (duplicate bales grouped per line) format
<b>Command Buttons</b>	<b>Functions</b>
List Bales	To list duplicate bales meeting the selection criteria.
Clear	Clears all information entered. Information can be entered again.

### 5. Duplicate Bales List (B\_DUP\_110) (expanded format) Screen Functions

<b>Selection</b>	<b>Description</b>
Line No.	Numeric line number for duplicate bales in listing.
Gin Code	Gin code for the bale.
Gin Tag	Gin tag number for the bale.
Warehouse Code	Warehouse code for the bale.
Receipt Number	Receipt number for the first bale.
State/County	State and county codes for duplicate bales.
Error Code	Error codes for duplicate bales.
Loan Number	Loan numbers for duplicate bales. The 'D' or 'L' before the loan number indicates loan a Deficiency(D) or a regular loan (L) respectively.
Document Date	Document date for duplicate bales.
<b>Command Buttons</b>	<b>Functions</b>
Line Number link	By clicking the individual line number, a pop-up screen will appear with the transaction history information of the bale.
Back to Criteria Screen	Returns to the Duplicate bales Criteria screen.

### 6. Duplicate Bales List (B\_DUP\_110) (normal format) Screen Functions

<b>Selection</b>	<b>Description</b>
Line No.	Numeric line number for bales in listing.
Gin Code	Gin code for duplicate bales.
Gin Tag	Gin tag number for duplicate bales.
Warehouse Code	Warehouse code for duplicate bales.
Receipt Number	Receipt number for duplicate bales.
State/County	State and county codes for duplicate bales.
Error Code	Error codes for duplicate bales.
Loan Number	Loan numbers for duplicate bales.

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Document Date	Document date for duplicate bales.
<b>Command Buttons</b>	<b>Functions</b>
Line Number link	By clicking the individual line number, a pop-up screen will appear with the transaction history information of the bale.
Back to Criteria Screen	Returns to the Duplicate bales Criteria screen.

### 7. Bale History (B\_INF\_140) Screen Functions

<b>Selection</b>	<b>Description</b>
Comments	Appears for Core Users only, area for any comments or notes related to the specific bale.
Transaction Date/Time	Date and time of transaction history.
State/County	State and County code if applicable to transaction.
Loan Number	Loan number if applicable to transaction.
Transaction	Transaction information.
Correction	Correction information.
Tape/Batch	Tape/Batch number on the transaction
Error Code	Error code assigned on this transaction
Transaction Source	System source for transaction.
<b>Command Buttons</b>	<b>Functions</b>
Print	Sends a printout of the Bale history to the local printer
Close	Closes the Bale History screen.
Apply Changes	For Core Users only, when Comments field appears, applies any changes to the comments. (If information is not appended to end, any type over will remove prior comments).
Reset	For Core Users only, when Comments field appears, "reset" to remove any information added before clicking on the "Apply Change"
Date Sequencing	Bale transaction information can be re-sequenced in either ascending or descending order.

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### E. History / Revision Log

Version #	Date	Description
1.4	Dec 31, 2003	New version of User Guide for new COPS menu option to provide Duplicate Bales information.
1.7	NOV 4, 2005	Changes were made to the Duplicate Bales List (B_DUP_110) screen. <ul style="list-style-type: none"><li>◆ added a disbursement or document received date column for research purposes.</li><li>◆ added a 'L' or 'D' before the loan number to indicate loan Deficiency(D) or a regular loan (L).</li></ul>