



# User Guide

## Amendment - Updates

<b>February 2007</b>	<b>-version 2.7</b>
<b>January 2007</b>	<b>-version 2.6</b>
<b>December 2006</b>	<b>-version 2.5</b>
<b>November 2006</b>	<b>-version 2.4</b>
<b>October 2006</b>	<b>-version 2.3</b>
<b>September 2006</b>	<b>-version 2.2</b>
<b>August 2006</b>	<b>-version 2.1</b>
<b>June 2006</b>	<b>- version 2.0</b>
<b>March 2006</b>	<b>- version 1.9</b>
<b>January 2006</b>	<b>- version 1.8</b>
<b>December 2005</b>	<b>- version 1.7</b>
<b>October 2005</b>	<b>- version 1.6</b>
<b>April 2004</b>	<b>- version 1.5</b>
<b>December 2003</b>	<b>- version 1.4</b>
<b>October 2003</b>	<b>- version 1.3</b>
<b>September 2003</b>	<b>- version 1.2</b>
<b>August 2003</b>	<b>- version 1.1</b>

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### Reason for Amendment - Updates to COPS User Guide

The COPS User Guide will be updated on a regular basis and a summary those updates is listed below giving the version number, date of the revision, and description.

### Revisions to the COPS User Guide

Amendment February 2007 - version 2.7		
Version #	Date of revision	Description
2.7	February 1, 2007	<p>New Section: <b>Section 8.4 Tariff Rate:</b></p> <p><b>New section link –Tariff Rate</b> Access to this link is secured and limited to Core Users, CMA, States, Counties and Examiners.</p> <ul style="list-style-type: none"><li>◆ New screen:<ul style="list-style-type: none"><li>- <b>Tariff Rate Criteria</b> screen (WS_OLIST_900) provides the user with the ability to generate Tariff receiving and storage rates for the current crop year dynamically in either HTML or PDF files.</li><li>- <b>Tariff Rate PDF</b> to display detail information about any or all CSA and Tariff receiving and storage rates for the crop year that have been selected.</li></ul></li></ul>

Amendment January 2007 - version 2.6		
Version #	Date of revision	Description
2.6	January, 2007	<p>New Section: <b>Section 8.3 CSA/ Tariff Rate:</b></p> <p><b>New section link – CSA/Tariff Rate</b> Access to this link is secured and limited to Core Users, CMA, States, Counties and Examiners.</p> <ul style="list-style-type: none"><li>◆ New screen:<ul style="list-style-type: none"><li>- <b>CSA/Tariff Rate Criteria</b> screen (WS_OLIST_400) provides the user with the ability to generate CSA and Tariff receiving and storage rates dynamically in either HTML or PDF files.</li><li>- <b>CSA/Tariff Rate PDF</b> to display detail information about any or all CSA and Tariff receiving and storage rates for the crop year that have been selected.</li></ul></li></ul>

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Amendment December 2006 - version 2.5		
Version #	Date of revision	Description
2.5	November 15, 2006	New Section: <b>Section 8.2 Cotton Under Loan</b> In Process to be completed by March 31

Amendment November 2006 - version 2.4		
Version #	Date of revision	Description
2.4	November 15, 2006	<p>New Section: <b>Section 8.1 Brown Book:</b></p> <p><b>New section link – Brown Book</b> Access to this link is secured and limited to Core Users, CMA, States, Counties and Examiners.</p> <ul style="list-style-type: none"> <li>♦ New screen:           <ul style="list-style-type: none"> <li>- <b>Brown Book Criteria</b> screen (WS_OLIST_100) provides the user with the ability to generate Warehouse name and address lists dynamically in either HTML or PDF files.</li> <li>- <b>Brown Book PDF</b> to display detail information about any or all warehouse and master warehouse that have been selected.</li> </ul> </li> </ul>

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<b>Amendment October 2006 - version 2.3</b>		
<b>Version #</b>	<b>Date of revision</b>	<b>Description</b>
2.3	Oct 27, 2006	<p>New Option <b>Section 6.5 File Transmission:</b></p> <ul style="list-style-type: none"> <li>◆ <b>New option link - File Transmission</b> added with access limited to CMA/LSA &amp; Core Users.</li> <li>◆ New screen:               <ul style="list-style-type: none"> <li>- <b>File Transmission Criteria</b> screen (FileXmitCriteria) to select criteria for transmission file information</li> <li>- <b>File Transmission List</b> screen (FileXmitList) to display a list of transmission files.</li> <li>- <b>File Transmission Detail</b> screen (FileXmitDetail) to display detail information about a specific transmission file.</li> </ul> </li> </ul>

<b>Amendment September 2006 - version 2.2</b>		
<b>Version #</b>	<b>Date of revision</b>	<b>Description</b>
2.2	Sept 20, 2006	<p>Changes to <b>Section 7.0 CCR Invoice Cancellation Confirmation</b></p> <ul style="list-style-type: none"> <li>◆ Added text describing the new email sent when a buyer cancels a CCR invoice. Updated the Acknowledgement Error Flag Descriptions in Section B.</li> </ul>

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<b>Amendment August 2006 - version 2.1</b>		
<b>Version #</b>	<b>Date of revision</b>	<b>Description</b>
2.1	Aug 14, 2006	<p><b>New Option Section 5.4 County Coop Indicator Override:</b></p> <ul style="list-style-type: none"> <li>♦ <b>New option link - County Coop Indicator Override</b> added with access limited to Selected Core User.</li> <li>♦ New screen: <ul style="list-style-type: none"> <li>- <b>County Coop Indicator Override Criteria</b> screen (E_CIO_100) The purpose of this enhancement is to provide the user with the ability to override the County/Coop Indicator and to add comments to individual bales or a group of bales based upon a set of user defined criteria.</li> </ul> </li> </ul>

<b>Amendment July 2006 - version 2.0</b>		
<b>Version #</b>	<b>Date of revision</b>	<b>Description</b>
2.0	JUN 23, 2006	<p><b>Changes to Section 4.2 Invoice Review:</b></p> <ul style="list-style-type: none"> <li>♦ Updated screen prints and added information for CCR Redemption buyer Invoice screen with new column for repayment type.</li> <li>♦ Updated screen prints and added information for CCR Buyer invoices where links to Bale Information Detail screen have been added to line numbers for Core users only.</li> <li>♦ Updated information for CCR Buyer download text file regarding addition of new fields (interest, interest forgiven, document received date and repayment type).</li> </ul>

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2.0	JUN 23, 2006	<p><b>Changes to Section 4.2b Invoice Review – CCR Buyer:</b></p> <ul style="list-style-type: none"> <li>◆ Updated screen prints and added information for CCR Redemption buyer Invoice screen with new column for repayment type.</li> <li>◆ Updated screen prints and added information for CCR Buyer invoices where links to Bale Information Detail screen have been added to line numbers for Core users only.</li> <li>◆ Updated information for CCR Buyer download text file regarding addition of new fields (interest, interest forgiven, document received date and repayment type).</li> </ul>
2.0	JUN 23, 2006	<p><b>Changes to Section 2.1 Bale Information:</b></p> <ul style="list-style-type: none"> <li>◆ Updated screen prints and added information for Bale Information Detail screen regarding: <ul style="list-style-type: none"> <li>- Additional field – CCR Invoice number</li> <li>- Additional field – CCR schedule number</li> <li>- Removal of download date and time</li> <li>- Removal of Receipt error rows</li> </ul> </li> </ul>

<b>Amendment March 2006 - version 1.9</b>		
<b>Version #</b>	<b>Date of revision</b>	<b>Description</b>
1.9	MAR 23, 2006	<p><b>Changes to Section 4.2 Invoice Review:</b></p> <ul style="list-style-type: none"> <li>◆ Updated screen prints and added information for CCR Redemption County Invoice where there are bales with negative repayment values and requiring manual redemption.</li> <li>◆ Included ‘Bales for Manual Redemption’ report and instructions to follow for manual redemption on the APSS system.</li> <li>◆ Updated screen prints and added information for CCR Buyer invoices where all bales have negative repayment values and will require selection of new ‘Accept’ button for release of the receipts.</li> <li>◆ Included CCR Invoice Acceptance Confirmation screen print.</li> </ul>

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1.9	MAR 23, 2006	<b>Changes to Section 4.2b Invoice Review – CCR County:</b> <ul style="list-style-type: none"><li>◆ Updated screen prints and added information for CCR Redemption County Invoice where there are bales with negative repayment values and requiring manual redemption.</li><li>◆ Included ‘Bales for Manual Redemption’ report and instructions to follow for manual redemption on the APSS system.</li></ul>
1.9	MAR 23, 2006	<b>Changes to Section 4.2b Invoice Review – CCR Buyer:</b> <ul style="list-style-type: none"><li>◆ Updated screen prints and added information for CCR Buyer invoices where all bales have negative repayment values and will require selection of new ‘Accept’ button for release of the receipts.</li><li>◆ Included CCR Invoice Acceptance Confirmation screen print.</li></ul>

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<b>Amendment January 2006 - version 1.8</b>		
<b>Version #</b>	<b>Date of revision</b>	<b>Description</b>
1.8	JAN 26, 2006	<p><b>Changes to Section 4.2 Invoice Review:</b></p> <ul style="list-style-type: none"> <li>◆ Added new screen print for CCR Invoice List (I_REV_120) (CCR Buyer download – open).</li> <li>◆ Added addition information about Buyer CCR Invoice download text file, including the data fields on the Header rows and on the Bale Detail rows. Additional detail fields added with CCC-500 information.</li> </ul>
1.8	JAN 26, 2006	<p><b>Changes to Section 4.2b Invoice Review – CCR Buyer:</b></p> <ul style="list-style-type: none"> <li>◆ Changed screen print for CCR Invoice List (I_REV_120) (CCR Buyer download – open).</li> <li>◆ Added addition information about Buyer CCR Invoice download text file, including the data fields on the Header rows and on the Bale Detail rows. Additional detail fields added with CCC-500 information</li> </ul>

<b>Amendment November 2005 - version 1.7</b>		
<b>Version #</b>	<b>Date of revision</b>	<b>Description</b>
1.7	JAN 9, 2006	<p><b>Changes to Section Full_3-2_Availability:</b></p> <p>New options on Home page</p> <ul style="list-style-type: none"> <li>◆ Updated Home Page (A_HOM_100) screen.</li> </ul>
1.7	JAN 9, 2006	<p><b>Changes to Section Full_3-4_News_Bulletins:</b></p> <p>New options on Home page</p> <ul style="list-style-type: none"> <li>◆ Updated Home Page (A_HOM_100) screen.</li> </ul>
1.7	JAN 9, 2006	<p><b>Changes to Section Full_4-1_Invoice_Payment:</b></p> <p>New options on Home page</p> <ul style="list-style-type: none"> <li>◆ Updated Home Page (A_HOM_100) screen.</li> </ul>
1.7	JAN 9, 2006	<p><b>Changes to Section Full_4-2_Invoice_Review:</b></p> <p>New options on Home page</p> <ul style="list-style-type: none"> <li>◆ Updated Home Page (A_HOM_100) screen.</li> </ul>

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1.7	JAN 9, 2006	<p><b>Changes to Full_4-2a_Invoice_Review_CCR_Cnty:</b></p> <p>New options on Home page</p> <ul style="list-style-type: none"> <li>◆ Updated Home Page (A_HOM_100) screen.</li> </ul>
1.7	DEC 19, 2005	<p><b>Changes to Section Full_2-2_Bale_Invoice_Search:</b></p> <p>New options on Home page</p> <ul style="list-style-type: none"> <li>◆ Updated Home Page (A_HOM_100) screen.</li> </ul>
1.7	DEC 19, 2005	<p><b>Changes to Section Full_1-8_View_E-Mail:</b></p> <p>New options on Home page</p> <ul style="list-style-type: none"> <li>◆ Updated Home Page (A_HOM_100) screen.</li> </ul>
1.7	DEC 19, 2005	<p><b>Changes to Section 1-6_System_Access_Request:</b></p> <p>New options on Home page</p> <ul style="list-style-type: none"> <li>◆ Updated Home Page (A_HOM_100) screen.</li> </ul>
1.7	DEC 19, 2005	<p><b>Changes to Section 1-3_Change_Your_Password:</b></p> <p>New options on Home page</p> <ul style="list-style-type: none"> <li>◆ Updated Home Page (A_HOM_100) screen.</li> </ul>
1.7	NOV 29, 2005	<p><b>Changes to Section 1.7 User Maintenance:</b></p> <p>New option Bale Comments added COPS Options/User Guide table.</p> <ul style="list-style-type: none"> <li>◆ Updated Home Page (A_HOM_100) screen.</li> <li>◆ Updated document with warehouse Specific User Maintenance Confirmation (A_USR_160) Screen.</li> <li>◆ Added additional text for clarification on access instructions &amp; Function Table.</li> </ul>
1.7	NOV 18, 2005	<p><b>Changes to Section 3.3 Experiencing Problems:</b></p> <p>New option Bale Comments added COPS Options/User Guide table.</p> <ul style="list-style-type: none"> <li>◆ Updated pages with Home Page Screen.</li> <li>◆ On Experiencing Problems? screen (N_ACC_100), contact reference changed to Fred Gustafson.</li> </ul>

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1.7	NOV 18, 2005	<p><b>Changes to Section 3.1 Accessibility Statement:</b></p> <ul style="list-style-type: none"> <li>◆ Updated pages with Home Page Screen.</li> <li>◆ Contact reference changed to Fred Gustafson.</li> </ul>
1.7	NOV 18, 2005	<p><b>Changes to Section 1.1 User Guide:</b></p> <ul style="list-style-type: none"> <li>◆ Updated pages with Home Page Screen.</li> <li>◆ Removed reference to Download All and order CD of User Guide.</li> </ul>
1.7	NOV 8, 2005	<p><b>Changes to Section 2.1 Bale Information:</b></p> <ul style="list-style-type: none"> <li>◆ Include a “Search” button on the Bale List (B_INF_110) screen.</li> </ul>
1.7	NOV 8, 2005	<p><b>Changes to Section 2.4 Loan Information:</b></p> <ul style="list-style-type: none"> <li>◆ Include a “Search” button on the Bale List (B_INF_110) screen.</li> </ul>
1.7	NOV 8, 2005	<p><b>Changes to Section 2.5 Duplicate Bales:</b></p> <p>Changes were made to the Duplicate Bales List (B_DUP_110) screen.</p> <ul style="list-style-type: none"> <li>◆ Added a disbursement or document received date column for research purposes.</li> </ul> <p>Added an ‘L’ or ‘D’ before the loan number to indicate loan Deficiency (D) or a regular loan (L).</p>
1.7	NOV 8, 2005	<p><b>New Section 2.6 Bale Comments:</b></p> <ul style="list-style-type: none"> <li>◆ New Version of User Guide for new COPS menu option to provide Bale Comments Information.</li> <li>◆ Bale Comments Criteria (BALE_INF_140) - The purpose of this enhancement is to provide the user with the ability to add comments to individual bales or a group of bales based upon a set of user defined criteria.</li> </ul>

## Cotton Online Processing System

Amendment October 2005 - version 1.6		
Version #	Date of revision	Description
1.6	OCT 11, 2005	<p><b>Changes to Section 2.1 Bale Information:</b></p> <ul style="list-style-type: none"> <li>◆ Include the "Fields Affected" information on the <b>Bale Error Resolution</b> screen (B_ERR_130) for state and county offices. This allows State and County users to view the 'Fields Affected' information.</li> </ul>
1.6	OCT 11, 2005	<p><b>Changes to Section 2.3 Error Information:</b></p> <ul style="list-style-type: none"> <li>◆ Include the "Fields Affected" information on the <b>Bale Error Resolution</b> screen (B_ERR_130) for state and county offices. This allows State and County users to view the 'Fields Affected' information.</li> </ul>
1.6	OCT 11, 2005	<p><b>Changes to Section 5.3 EAD Status:</b></p> <ul style="list-style-type: none"> <li>◆ Allow file sequence number to be blank if one does not exist for the loan and crop year on <b>EAD Status Criteria</b> screen (E_STAT_100).</li> </ul>
1.6	OCT 11, 2005	<p><b>Changes to Section 1.2 An Introduction to COPS:</b></p> <ul style="list-style-type: none"> <li>◆ <b>COPS Logon</b> screen (A_LOG_100) update</li> <li>◆ Removed the subsequent screen after logon that told the user that they were logged onto COPS.</li> </ul>
1.6	OCT 11, 2005	<p><b>Changes to Section 2.4 Loan Information:</b></p> <ul style="list-style-type: none"> <li>◆ <b>Loan List</b> screen (B_LOAN_110) changed to display every warehouse on a loan and their associated bale counts along with total loan bale counts.</li> <li>◆ <b>Loan Summary</b> screen (B_LOAN_120) changed to display the pending bale count and also allows for a download of outstanding, owned, and/or total bales for a warehouse and crop year.</li> <li>◆ Updated <b>Home Page</b> screen.</li> </ul>

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Amendment October 2005 - version 1.6		
Version #	Date of revision	Description
1.6	OCT 11, 2005	<p>Changes to <b>ALL Sections</b> of the User Guide:</p> <ul style="list-style-type: none"> <li>◆ Because of new options, all User Guide sections that were modified also have revised screen print of the <b>Home Page</b> screen.</li> </ul>
1.6	JUL 29, 2005	<p>Changes to <b>Section 3.3 Experiencing Problems</b>:</p> <ul style="list-style-type: none"> <li>◆ Replaced <b>Home Page</b> screen for new options.</li> <li>◆ Updated <b>‘Having Problems?’</b> screen (N_NEW_100) to show additional information provided.</li> </ul>
1.6	JUL 25, 2005	<p>Changes to <b>Section 3.5 Related Links</b>:</p> <ul style="list-style-type: none"> <li>◆ Replaced <b>Home Page</b> screen for new options.</li> <li>◆ On <b>Related links</b> screen (N_RLK_100) added links list for CCR Buyer setup documents.</li> </ul>
1.6	JUL 25, 2005	<p>Changes to <b>Section 4.2 Invoice Review</b>:</p> <ul style="list-style-type: none"> <li>◆ Replaced <b>Home Page</b> screen for new options.</li> </ul> <p>Changes made for Centralized Cotton Redemption (CCR):</p> <ul style="list-style-type: none"> <li>◆ On <b>CCR Buyer Collection Letter</b> screen (B_CCR_100), new option for Itemized Activity.</li> <li>◆ Added new <b>Cotton Redemption Itemized Activity</b> screen (B_CCR-160).</li> <li>◆ On <b>Invoice List</b> screen (I_REV_120) added process for CCR Buyer to download a text file.</li> <li>◆ On <b>Invoice List</b> screen (I_REV_120 ) for County Users, the CCR invoices will indicate if ‘downloaded’.</li> </ul>

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Amendment October 2005 - version 1.6		
Version #	Date of revision	Description
1.6	JUL 25, 2005	<p>Changes to <b>Section 4.2b Invoice Review - CCR Buyers:</b></p> <ul style="list-style-type: none"> <li>◆ Replaced <b>Home Page</b> screen for new options.</li> </ul> <p>Changes made for Centralized Cotton Redemption (CCR):</p> <ul style="list-style-type: none"> <li>◆ On <b>CCR Buyer Collection Letter</b> screen (B_CCR_100), new option for Itemized Activity.</li> <li>◆ Added new <b>Cotton Redemption Itemized Activity</b> screen (B_CCR_160) to display the activity on the invoice.</li> <li>◆ On <b>Invoice List</b> screen (I_REV_120) added process for CCR Buyer to download a text file.</li> </ul>
1.6	JUL 25, 2005	<p>Changes to <b>Section 1.2 An Intro to COPS:</b></p> <ul style="list-style-type: none"> <li>◆ Replaced <b>Home Page</b> screen for new options.</li> <li>◆ On the <b>COPS Logon</b> screen (A_LOG_100), additional statements added regarding Paper Reduction Act, Privacy Act and USDA and discrimination.</li> </ul>
1.6	OCT 20, 2004	<p>Changes to <b>Section 4.2a Invoice Review – CCR County Users:</b></p> <ul style="list-style-type: none"> <li>◆ Replace <b>Home page</b> for new options.</li> <li>◆ On <b>Invoice List</b> screen (I_REV_120) for County Users, it now indicates if text file for County Office has been ‘downloaded’.</li> <li>◆ <b>CCR County Invoice Summary</b> screen (B_CCR_130) now has Buyer’s Company name and no longer has button for <b>detail listing</b> screen (B_CCR_135). The ‘Generate Report’ button will build a pdf report including detail bale listing.</li> </ul>
1.6	DEC 03, 2004	<p>Changes to <b>Section 1.6 System Access Request:</b></p> <ul style="list-style-type: none"> <li>◆ Replaces <b>Home Page</b> for three new options, CCR Buyer Setup, Bale Comments &amp; EAD Status added to Home Page</li> <li>◆ Changes to <b>System Access Request Form</b> screen (A_ROA_110) for added selection criteria in “Reason for Request” for either single or multiple entity type(s).</li> </ul>

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Amendment April 2004 - version 1.5		
Version #	Date of revision	Description
1.5	APR 30, 2004	<p>Changes to <b>Section 4.2 Invoice Review</b>:</p> <ul style="list-style-type: none"> <li>♦ On <b>Invoice Review Criteria</b> screens (I_REV_100 and I_REV_110), added additional criteria selection of Provider ID. Included in dropdown selection for Invoice Type of 'Provider Quarterly Invoice' and for Invoice Status of 'Certified by Provider'.</li> <li>♦ New screen for <b>Provider Quarterly Invoice Detail</b> (I_REV_150) to display detail information of processed electronic receipts and processed electronic EAD for selected provider. This screen also provides a 'certify' and a 'dispute' option for the invoice.</li> <li>♦ New screens for <b>CCR (Centralized Cotton Redemption)</b> added for Buyer and Core Users: <ul style="list-style-type: none"> <li>- <b>CCR Buyer Collection Letter</b> screen (B_CCR_100) displaying information regarding invoice for redemption.</li> <li>- <b>CCR Buyer Invoice</b> screen (B_CCR_110) displaying detail information on redemption.</li> </ul> </li> <li>♦ New screens for <b>CCR (Centralized Cotton redemption)</b> added for County Office Users: <ul style="list-style-type: none"> <li>- <b>CCR County Invoice</b> screen (B_CCR_130) displaying summary by loan of CCR Invoice to be downloaded to the County Cotton systems giving sub total by redemption type (P&amp;I or Certificates).</li> <li>- <b>CCR County Invoice Detail</b> screen (B_CCR_135) displaying detailed bale information of CCR Invoice to be downloaded to the County Cotton systems</li> <li>- <b>CCR County Recap</b> screen (B_CCR_140) displaying status of county download.</li> <li>- <b>CCR Loan Recap</b> screen (B_CCR_150) displaying status information regarding outstanding bales on loan related to the invoice.</li> </ul> </li> </ul>

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<b>Amendment April 2004 - version 1.5</b>		
<b>Version #</b>	<b>Date of revision</b>	<b>Description</b>
1.5	APR 30, 2004	<p>New Option <b>Section 4.2a Invoice Review - CCR Cnty</b> under Receipts tab on <b>User Guide Home Page</b> only:</p> <ul style="list-style-type: none"> <li>♦ <b>New option link</b> - New User Guide for County and State Users. <b>Invoice Review - CCR County Invoice Screens and Access Instructions</b> to provide detailed step by step instructions for County Offices accessing and downloading Centralized Cotton Redemption (CCR) file using the COPS Invoice Review link.</li> </ul>
1.5	APR 30, 2004	<p>New Option <b>Section 5.3 EAD Status:</b></p> <ul style="list-style-type: none"> <li>♦ <b>New option link - EAD Status</b> added with access limited to County, State and Core Users. New screens: <ul style="list-style-type: none"> <li>- <b>EAD Status Criteria</b> screen (E_STAT_100) which requires input to build the EAD Status screen.</li> <li>- <b>EAD Status</b> screen (E_STAT_110) displays bales on the loan in outstanding, redeemed, or pending status. If the user is a County, State, or authorized Core User, a button appears on the bottom of the screen to update the EAD status of outstanding bales.</li> <li>- <b>EAD Confirmation</b> screen (E_STAT_120) will appear confirming the update of the EAD status.</li> </ul> </li> </ul>
1.5	APR 30, 2004	<p>Changes to <b>Section 2.3 Error Information:</b></p> <ul style="list-style-type: none"> <li>▪ <b>On Bale Error Resolution</b> screen (B_ERR_130) for duplicate error codes (R030/R031), combined bale information with duplicate table information for single table on screen to assist in correcting errors.</li> </ul>

Amendment December 2003 - version 1.4		
Version #	Date of revision	Description
1.4	DEC 31, 2003	<p><b>Changes to Section 4.2 Invoice Review:</b></p> <ul style="list-style-type: none"> <li>◆ On <b>Invoice Review Criteria</b> screens (I_REV_100 and I_REV_110), added Crop Year and Loan Number to Invoice. Also, changed “County Code” text to “State/County Code”.</li> <li>◆ On <b>Producer Collection Invoice</b> and <b>Producer Collection R/O Invoice</b> screen (I_REV_130) added display message "No action is required on this invoice" when invoice is in cancelled, closed or write-off status.</li> <li>◆ On <b>Invoice Certification Confirmation</b> screens (I_REV_155 and I_REV_156) added "Back to Invoice List " button.</li> </ul> <p><b>New Option Section 4.3 Invoice Certification</b> under Invoice Review:</p> <ul style="list-style-type: none"> <li>◆ New option link - <b>Invoice Certification</b> (access limited to Core and Warehouse Users. New screens: <ul style="list-style-type: none"> <li>- <b>Invoice Certification</b> screen (I_CERT_100) which lists the invoices requiring certification with a "Certify Invoices" button.</li> <li>- <b>Invoice Certification Confirmation</b> screen (I_CERT_110) will appear confirming certification.</li> </ul> </li> </ul> <p><b>Changes to ALL Sections</b> of the User Guide:</p> <ul style="list-style-type: none"> <li>◆ Because of new option, all User Guide sections have revised screen print of the <b>Home Page</b> screen.</li> </ul>
1.4	DEC 31, 2003	<p><b>New Option Section 4.5 Certification Recap:</b></p> <ul style="list-style-type: none"> <li>◆ New option link - <b>Certification Recap</b> (access limited to Core and Warehouse Users. New screens: <ul style="list-style-type: none"> <li>- <b>Certification Recap</b> Criteria screen (I_CRCP_100) which provides the ability to create a recap of certifications.</li> <li>- <b>Certification Recap</b> screen (I_CRCP_110) will give a recap of the certification status.</li> </ul> </li> </ul> <p><b>Changes to ALL Sections</b> of the User Guide:</p> <ul style="list-style-type: none"> <li>◆ Because of new option, all User Guide sections have revised screen print of the <b>Home Page</b> screen.</li> </ul>

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Amendment October 2003 - version 1.3		
Version #	Date of revision	Description
1.3	OCT 29, 2003	<p>New Option <b>Section 2.5 Duplicate Bales:</b></p> <ul style="list-style-type: none"> <li>◆ New option for listing duplicate bales (access limited to Core, CMA/LSA, State and County Users)</li> </ul> <p>Changes to <b>ALL Sections</b> of the User Guide:</p> <ul style="list-style-type: none"> <li>◆ Because of new option, all User Guide sections have revised screen print of the <b>Home Page</b> screen.</li> </ul>
1.3	OCT 29, 2003	<p>Change to <b>Section 2.2 Bale Information:</b></p> <ul style="list-style-type: none"> <li>◆ On <b>Bale Information Criteria</b> screen (B_INF_100), for Core Users only, added new criteria for listing of bales. "Report Type" drop-down box for listing by Loans, LDPs and All bales. "Module Number" for listing by module number. Both Module Number and Report Types of Loans and LDPs require Gin Code or Warehouse Code. (Additional screen print pages inserted, shifting page numbers, and modified Access Instructions for Core Users)</li> <li>◆</li> </ul>
1.3	OCT 29, 2003	<p>Changes to <b>Section 4.2 Invoice Review:</b></p> <ul style="list-style-type: none"> <li>◆ On Invoice List screen (I_REV_120) added "Total Invoice Amount" to the Criteria Box at the top of the screen for all invoices in the list meeting the criteria. (Replaced screen print on page)</li> </ul>

Amendment September 2003 - version 1.2		
Version #	Date of revision	Description
1.2	SEP 1, 2003	<p>Change to <b>Section 2.2 Bale Information:</b></p> <ul style="list-style-type: none"> <li>◆ On <b>US Map</b> screen (B_INF_USmap) added state codes to the State dropdown list and CMA/LSA code to the CMA/LSA dropdown list. Upon selection of a State or CMA/LSA, process will continue to next screen. Removed "Select State" and "Select CMS/LSA" buttons. (Replaced screen print on page, additional pages inserted, shifting page numbers)</li> <li>◆ On <b>Bale List</b> screen (B_INF_110) added "number of bales", "current page number" and "total pages in list" to the bottom of the screen. (Replaced screen print on page)</li> <li>◆ On <b>Bale Information</b> screen (B_INF_130_full) added the ability to 'mouse' over the Error Code at the bottom of the screen for a description of the Error Code, if the bale has any errors. (Replaced screen print on page)</li> <li>◆ Additional <b>Error Resolution</b> screen (B_ERR-130) versions (2) created for R145 Error. (additional pages inserted, shifting page numbers)</li> </ul>
1.2	SEP 1, 2003	<p>Change to <b>Section 2.2 Bale Invoice Search:</b></p> <ul style="list-style-type: none"> <li>◆ On <b>Invoice List</b> screen (I_REV_120) added "Total invoice count" with count to criteria box.. (Replaced screen print on page)</li> </ul>
1.2	SEP 1, 2003	<p>Changes to <b>Section 2.3 Error Information:</b></p> <ul style="list-style-type: none"> <li>◆ On <b>US Map</b> screen (B_INF_USmap) added state codes to the State dropdown list and CMA/LSA code to the CMA/LSA dropdown list. Upon selection of a State or CMA/LSA, process will continue to next screen. Removed "Select State" and "Select CMS/LSA" buttons. (Replaced screen print on page, additional pages inserted, shifting page numbers)</li> <li>◆ On <b>Error List</b> screen (B_ERR_120) added "number of bales", "current page number" and "total pages in list" to the bottom of the screen. (Replaced screen print on page)</li> </ul>

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Amendment September 2003 - version 1.2		
Version #	Date of revision	Description
		<ul style="list-style-type: none"> <li>◆ Additional <b>Error Resolution</b> screen (B_ERR-130) versions (2) created for R145 Error. (additional pages inserted, shifting page numbers)</li> </ul>
1.2	SEP 1, 2003	<p>Change to <b>Section 2.4 Loan Information:</b></p> <ul style="list-style-type: none"> <li>◆ On <b>US Map</b> screen (B_INF_USmap) added state codes to the State dropdown list and CMA/LSA code to the CMA/LSA dropdown list. Upon selection of a State or CMA/LSA, process will continue to next screen. Removed "Select State" and "Select CMS/LSA" buttons. (Replaced screen print on page, additional pages inserted, shifting page numbers)</li> <li>◆ On <b>Bale List</b> screen (B_INF_110) added "number of bales", "current page number" and "total pages in list" to the bottom of the screen. (Replaced screen print on page)</li> </ul>
1.2	SEP 1, 2003	<p>Change to <b>Section 4.2 Invoice Review:</b></p> <ul style="list-style-type: none"> <li>◆ On <b>Producer Collection Invoice</b> screen (I_REV_130) new button "Generate Report" added to generate a report for printing Producer Collection Invoices as PDF file opened in Adobe Acrobat Reader. (additional pages inserted, shifting page numbers)</li> <li>◆ On <b>Storage Invoice Detail</b> screen (I_REV_150) new button "Generate Report" added to generate a report for printing Storage Invoices Details as PDF file opened in Adobe Acrobat Reader. (additional pages inserted, shifting page numbers)</li> <li>◆ On <b>Invoice List</b> screen (I_REV_120) added "Total invoice count" with count to criteria box.. (Replaced screen print on page)</li> <li>◆ On <b>Bale List</b> screen (B_INF_110) added "number of bales", "current page number" and "total pages in list" to the bottom of the screen. (Replaced screen print on page)</li> </ul>

Amendment August 2003 - version 1.1		
Version #	Date of revision	Description
1.1	AUG 1, 2003	<p>New Option <b>Section 6.4 CCC-719</b> under Reports:</p> <ul style="list-style-type: none"> <li>◆ New option for creating CCC-719 trailer reports (access limited to Core Users)</li> </ul> <p>Changes to <b>ALL Sections</b> of the User Guide:</p> <ul style="list-style-type: none"> <li>◆ Because of new option, all User Guide sections have revised screen print of the <b>Home Page</b> screen.</li> </ul>
1.1	AUG 1, 2003	<p>Change to <b>Section 2.2 Bale Information</b>:</p> <ul style="list-style-type: none"> <li>◆ On <b>Bale Information</b> screen (B_INF_130_full) changed the alignment of Bale Information fields with Receipt Information fields.</li> <li>◆ On <b>Bale Information</b> screen (B_INF_130_full) new button "Generate Report" added to generate a report for printing of Bale Information, Bale History, Classing and Bale Error Resolution (if applicable) as PDF file opened in Adobe Acrobat Reader. (additional pages inserted, shifting page numbers)</li> </ul>
1.1	JUL 29, 2003	<p>Changes to <b>Section 1.3 Change Your Password</b>:</p> <ul style="list-style-type: none"> <li>◆ NITC changed password requirements, added "Password Rules" button and changed error pop-up messages. (additional pages inserted, shifting page numbers).</li> </ul>
1.1	AUG 1, 2003	<p>Changes to <b>Section 4.2 Invoice Review</b>:</p> <ul style="list-style-type: none"> <li>◆ Correction on <b>Storage Invoice Detail</b> screen display of "Warehouseman's Claim and Certification" where exhibit referenced in the handbook for cotton warehousemen was in error as "38", corrected to "36".</li> </ul>

## Cotton Online Processing System

<b>New Look - version 1.0</b>		
<b>Version #</b>	<b>Date of revision</b>	<b>Description</b>
1.0	JUL 30, 2003	New version of User Guide for 2003 COPS new look.
1.0	JUL 3, 2003	Changes to <b>Section 2.1 Bale Information:</b> <ul style="list-style-type: none"><li>◆ Bale History - add tape batch/error code columns</li><li>◆ Classing - add remarks field.</li></ul>
1.0	JUL 9, 2003	Change to <b>Section 2.1 Bale Information and Section 2.3 Error Information:</b> <ul style="list-style-type: none"><li>◆ Error Resolution - heading changed to "Bale".</li></ul>
1.0	JUL 10, 2003	Change to <b>Section 2.2 Bale Invoice Search:</b> <ul style="list-style-type: none"><li>◆ Opened access to all (but Guest) Users.</li></ul>