

**For:** Cotton State and County Offices, CMA's, and LSA's

**Cotton Transfer Detail Report Available in Cotton Online Processing System (COPS)**

**Approved by:** Acting Deputy Administrator, Farm Programs



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**1 Overview**

**A Background**

Notice CN-1019, subparagraph 2 B advised cotton State and County Offices, CMA's, and LSA's that a view/download option:

- for transferred bales was being tested and would be available in a future software release
- would allow users to either view the bales in COPS or download a list that could be printed.

**B Purpose**

This notice informs State and County Offices and cotton CMA's and LSA's:

- that the Cotton Transfer Detail Report for transferred bales is available in COPS
- how to view, print, and download the Cotton Transfer Detail Report.

**C Contact**

State Offices shall direct questions about this notice to Julie Floriani by:

- e-mail to [julie.floriani@wdc.usda.gov](mailto:julie.floriani@wdc.usda.gov)
- telephone at 202-720-8374.

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<b>Disposal Date</b>	<b>Distribution</b>
July 1, 2008	Cotton State Offices; State Offices relay to applicable County Offices, CMA's, and LSA's

## Notice CN-1020

### 2 COPS Modifications

#### A Cotton Transfer Detail Report

COPS has been modified to provide a Cotton Transfer Detail Report by shipping order number that allows State and County Offices, CMA's, and LSA's to:

- view bales approved for transfer
- print the report
- download the report.

The Cotton Transfer Detail Report will provide the following for each bale:

- crop year
- gin code
- gin tag number
- shipping warehouse
- shipping receipt number, which is the original receipt number
- real-time transfer status code
- receiving warehouse
- receiving receipt number, which is the new receipt number
- the ability to select report by loan number
- loan number
- State/county code
- 75-day indicator
- cotton transfer status code legend for printed reports.

Following is an example of the Cotton Transfer Detail Report.

Cotton Transfer Detail Report											
Monday, April 23, 2007 13:24:27 CDT											
  United States Department of Agriculture <b>Cotton Online Processing System</b>											
Provider Id = 4701, Requester Id = M420000, Shipping Order = 297075, Mark Code = 181E-02, Shipping Warehouse = 349527											
Warehouse Name = second, Address = second second, AL 37745											
Report Sorted By = Crop Year, Gin Code, Receiving Warehouse, Receiving Receipt											
Crop Year	Gin Code	Gin Tag Number	Shipping Warehouse / Shipping Receipt		Status Code	Receiving Warehouse / Receiving Receipt		State / County		Loan Number	75 Day Ind
2006											
	20000	2001505	349527	2001505	X	349527	0	48	303	00556	Y
	20000	2001504	349527	2001504	X	349527	0	48	303	00556	Y
	20000	2001503	349527	2001503	X	349527	0	48	303	00556	Y
	20000	2001502	349527	2001502	X	349527	0	48	303	00556	Y
	20000	2001501	349527	2001501	X	349527	0	48	303	00556	Y
	20000	2001500	349527	2001500	X	349527	0	48	303	00556	Y

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**2 COPS Modifications (Continued)**

**B Cotton Transfer Detail Report Status Codes**

Status codes provide the current status for each bale. The following table provides an explanation of the cotton transfer status code legend that prints at the end of the Cotton Transfer Detail Report.

<b>Status Code</b>	<b>Explanation</b>	<b>Action Which Triggers Status Code</b>
D	DACO approved transfer prelim.	DACO approved transfer. COPS is in the process of notifying the provider.
E	DACO rejected transfer prelim.	DACO disapproved transfer. COPS is in the process of notifying the provider.
F	DACO rejected transfer.	DACO disapproved transfer. COPS has notified the provider.
G	DACO approved transfer.	DACO approved transfer. COPS has notified the provider.
H	DACO approved transfer forfeited.	COPS received a forfeiture transaction from the County Office, CMA, or LSA on a CADO approved transfer bale.
I	Interim transfer.	Bale was approved for transfer during the interim period before March 1, 2007.
K	Transfer terminated.	Bale has been shipped, but bale will not be receipted in receiving warehouse because bale: <ul style="list-style-type: none"> <li>• was lost</li> <li>• was rejected by receiving warehouse</li> <li>• will be redeemed before arriving at the receiving warehouse.</li> </ul>
P	Shipping order accepted.	COPS has received a pending transfer request and is waiting for DACO to approve or reject the transfer.
Q	Pending transfer forfeited.	COPS received a forfeiture transaction from the County Office, CMA, or LSA on a pending transfer bale.
R	Shipped from shipping warehouse.	Bale has been shipped and is in transit to receiving warehouse. The original electronic warehouse receipt (EWR) has been cancelled.
S	Shipped from shipping warehouse forfeited.	COPS received a forfeiture transaction from the County Office, CMA, or LSA on a shipped transfer bale.
T	Receipted in receiving warehouse.	Bale has been accepted in the receiving warehouse and a new EWR has been issued.
X	Shipping order rejected.	COPS rejected the pending transfer request
Y	Shipped bales cancelled before new receipt.	PSD has terminated the transfer. COPS has notified the provider.
Z	Cancelled before shipment.	Bale remains in original warehouse and the pending transfer has been cancelled per request from merchant or CMA/LSA. The original EWR is returned to CCC.

**Notice CN-1020**

**3 Viewing, Printing, and Downloading the Cotton Transfer Detail Report**

**A Accessing the Cotton Transfer Detail Report**

Users shall access the Cotton Transfer Detail Report as follows.

<b>Step</b>	<b>Action</b>	<b>Results</b>
1	On COPS Home Page, under the Transfer tab, <b>CLICK “Transfer Information”</b> .	Cotton Transfer Criteria Screen will be displayed.
2	On the Cotton Transfer Criteria Screen, select 1 of the following criteria from the drop-down box: <ul style="list-style-type: none"> <li>• receiving warehouse</li> <li>• shipping warehouse</li> <li>• transfer summary.</li> </ul> <b>CLICK “Continue”</b> .	Cotton Transfer Criteria Screen is re-displayed.  To view by: <ul style="list-style-type: none"> <li>• receiving warehouse, “Step 3”</li> <li>• shipping warehouse, “Step 4</li> <li>• transfer summary, “Step 5.</li> </ul>
3	On the Cotton Transfer Criteria Screen: <ul style="list-style-type: none"> <li>• enter the receiving warehouse code or leave blank to view all receiving warehouses</li> <li>• select provider from drop-down menu</li> <li>• select State and county.</li> </ul> <p align="center"><b>Note:</b> State and county will be defaulted unless the user has authority to view more than 1 State and/or county.</p> <b>CLICK “List”</b> .	Cotton Transfer List Screen will display all shipping orders by receiving warehouse code.
4	On the Cotton Transfer Criteria Screen: <ul style="list-style-type: none"> <li>• enter the shipping warehouse code or leave blank to view all receiving warehouses</li> <li>• select provider from drop-down menu</li> <li>• select State and county.</li> </ul> <p align="center"><b>Note:</b> State and county will be defaulted unless the user has authority to view more than 1 State and/or county.</p> <b>CLICK “List”</b> .	Cotton Transfer List Screen will display all shipping orders by shipping warehouse code.

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3 Viewing, Printing, and Downloading the Cotton Transfer Detail Report (Continued)

A Accessing the Cotton Transfer Detail Report (Continued)

Step	Action	Results
5	<p>On the Cotton Transfer Criteria Screen:</p> <ul style="list-style-type: none"> <li>• enter 1 or more of the following criteria:                             <ul style="list-style-type: none"> <li>• mark code</li> <li>• requestor ID</li> <li>• shipping order number</li> <li>• shipping warehouse</li> </ul> </li> <li>• select provider from drop-down menu</li> <li>• select 1 of the following sort criteria:                             <ul style="list-style-type: none"> <li>• mark code</li> <li>• provider ID</li> <li>• requestor ID</li> <li>• shipping order number</li> <li>• shipping warehouse</li> </ul> </li> <li>• select State and county.</li> </ul> <p><b>Note:</b> State and county will be defaulted unless the user has authority to view more than 1 State and/or county.</p> <p>CLICK "List".</p>	<p>Cotton Transfer List Screen will display all shipping orders by selected criteria.</p>

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### 3 Viewing, Printing, and Downloading the Cotton Transfer Detail Report (Continued)

#### B Cotton Transfer List Screen

Following is an example of the Cotton Transfer List Screen.

<a href="#">COPS Home</a>	<a href="#">Administrative</a>	<a href="#">Bale</a>	<a href="#">Home Pages</a>	<a href="#">Information</a>	<a href="#">Invoicing</a>	<a href="#">Receipts</a>	<a href="#">Reports</a>	<a href="#">Transfer</a>	<a href="#">Logoff</a>
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United States Department of Agriculture

## Cotton Online Processing System

**Cotton Transfer List**

Today's Date: Wed Apr 11 08:30:43 CDT 2007  
 Cotton Transfer List Criteria: ( Provider ID > 0000 and State = 28 and County = 083 )  
 Report Sorted by: Provider ID, Shipping Order, Mark Code, Receiving Warehouse  
 Report Limitations: Maximum number of records retrieved per query: 10

Click **Line No.** to view PDF Report.  
 Click **Provider ID** to download comma-delimited text file.

Line No.	Provider ID	Requester ID	Shipping Order	Mark Code	Receiving Warehouse	Crop Year	Shipping Warehouse	Transfer Status	Total
<a href="#">1</a>	<a href="#">4701</a>	M301135	2824900	40	179525	2006	125501	Multiple Status <a href="#">Click to view</a> details	10
<a href="#">2</a>	<a href="#">4701</a>	M301301	2825000	*32	520	2006	125501	Received in receiving warehouse (T)	10
<a href="#">3</a>	<a href="#">4701</a>	M762740	2825300	9-4-6-A	558070	2006	125501	Received in receiving warehouse (T)	5
<a href="#">4</a>	<a href="#">4701</a>	Z028801	2825500	52-7-9	179525	2006	125501	Received in receiving warehouse (T)	3
<a href="#">5</a>	<a href="#">4701</a>	M762740	2825900	23-34-45	179525	2006	125501	DACO approved transfer (G)	1
<b>Total Bales: 29</b>									

Records matching criteria: 5    Page: 1 of 1

The following table explains each item displayed on the Cotton Transfer List Screen:

Report Item	Description
Line No.	Line number for the shipping order. Click on this number to view the Cotton Transfer Detail Report.
Provider ID	ID number of the provider that issued EWR. Provider ID's are as follows: <ul style="list-style-type: none"> <li>0601 for Calcot, LLP</li> <li>0602 for Fambro Electronic Warehouse Receipts, Inc.</li> <li>3701 for ISSI</li> <li>4701 for EWR, Inc.</li> <li>4801 for PCCA.</li> </ul>
Requestor ID	ID number of the merchant, CMA, or LSA requesting the transfer. This ID number is the holder ID assigned by the provider.
Shipping Order	Number assigned by the requestor to the shipping order
Mark Code	Allows a group of bales to be marked with a distinct code at a warehouse during load out.
Receiving Warehouse	Code for the warehouse to which the cotton is being transferred.
Crop Year	Crop year for the bale being transferred.

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### 3 Viewing, Printing, and Downloading the Cotton Transfer Detail Report (Continued)

#### B Cotton Transfer List Screen (Continued)

Report Item	Description
Shipping Warehouse	Code for the original warehouse where the cotton was located at the time of loan.
Transfer Status	Current transfer status of bales in the shipping order. See cotton transfer status code legend in subparagraph 2 B.  <b>Note:</b> If all bales on the shipping order do not have the same status, a Multiple Status will be displayed. <b>CLICK “View Detail”</b> to view status for each bale.
Total	Total number of bales on the shipping order.
Records matching criteria	Number of shipping orders matching selected criteria.
Page X of XXX	Number of page displayed. User can advance to another page by entering the page number in the box.

#### C Viewing and Printing the Cotton Transfer Detail Report

To view the Cotton Transfer Detail Report for a specific shipping order, user shall click on the Line No. that corresponds to the shipping order. The Cotton Transfer Detail Report will be displayed in .pdf format.

To print the Cotton Transfer Detail Report, users either:

- on the tool bar, CLICK “printer” icon
- on the task bar, CLICK “File”, CLICK “print”.

#### D Downloading the Cotton Transfer Detail Report

Users are provided the option to download a comma delimited .txt file of the shipping order. This option will be used most often by merchants, CMA’s, and LSA’s.

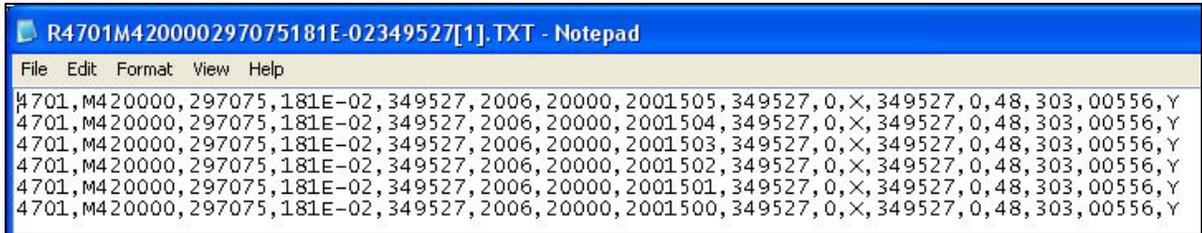
To download the file, click the Provider ID number that corresponds to the shipping order. A File Download dialog box will appear. User can choose to open or save the file.

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### 3 Viewing, Printing, and Downloading the Cotton Transfer Detail Report (Continued)

#### D Downloading the Cotton Transfer Detail Report (Continued)

The following is an example of the downloaded .txt file.



The screenshot shows a Notepad window titled "R4701M420000297075181E-02349527[1].TXT - Notepad". The window contains a grid of data with 10 columns and 6 rows. The data is as follows:

File	Edit	Format	View	Help						
4701	M420000	297075	181E-02	349527	2006	20000	2001505	349527	0,X	349527,0,48,303,00556,Y
4701	M420000	297075	181E-02	349527	2006	20000	2001504	349527	0,X	349527,0,48,303,00556,Y
4701	M420000	297075	181E-02	349527	2006	20000	2001503	349527	0,X	349527,0,48,303,00556,Y
4701	M420000	297075	181E-02	349527	2006	20000	2001502	349527	0,X	349527,0,48,303,00556,Y
4701	M420000	297075	181E-02	349527	2006	20000	2001501	349527	0,X	349527,0,48,303,00556,Y
4701	M420000	297075	181E-02	349527	2006	20000	2001500	349527	0,X	349527,0,48,303,00556,Y

The data will be listed as follows (with example from screen print, first line, in parenthesis):

- provider ID
- requestor ID
- shipping order number
- mark code
- shipping warehouse code
- crop year
- gin code
- shipping receipt
- gin tag number
- shipping warehouse
- transfer status code
- receiving warehouse code
- new receiving receipt number
- State
- county
- loan number
- storage credit limit indicator.