

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

**Updating Files in APSS and the Cotton PC Software  
for Processing Crop Year 2008 Cotton Loans and LDP's**

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



**1 Overview**

**A Background**

The crop year for cotton loans and LDP's normally begins July 1 each year. However, implementation of the 2008 crop provisions has been delayed because of late passage of the Food, Conservation, and Energy Act of 2008 (2008 Act). In preparation for the loan and LDP season, County Offices **must** update or reset certain files in APSS and cotton PC software **before** processing current crop year cotton loans and LDP's.

Efforts continue to migrate cotton PC functions to the Cotton Online Processing System (COPS). Current estimates are that this migration will be launched in late October 2008.

**B Purpose**

This notice:

- informs State and County Offices, CMA's, and LSA's that:
  - warehouse rates are posted to COPS
  - COPS profiles should be reviewed and updated at the beginning of each crop year
- provides State and County Offices with instructions for updating files in APSS and cotton PC software for the 2008 crop year loan and LDP season.

<b>Disposal Date</b>	<b>Distribution</b>
January 1, 2009	Cotton State Offices; State Offices relay to applicable County Offices, Cotton CMA's, and LSA's

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**1 Overview (Continued)**

**C Contact**

State Offices shall direct questions about:

- COPS to Shanita Hines at either of the following:
  - e-mail at **shanita.hines@wdc.usda.gov**
  - telephone at 202-720-9888
  
- APSS to Laura Schlote at either of the following:
  - e-mail at **laura.schlote@wdc.usda.gov**
  - telephone at 202-720-7785.

**2 Warehouse Rates Posted to COPS**

**A Accessing Warehouse Offer Shipping Rates**

Approved warehouses and their tariff rates are available in COPS. Rates for 2008 are posted as they become effective.

**Note:** Rates for:

- warehouses located in Texas are generally announced around July 1
- other warehouses are generally announced around September 1.

CMA's, LSA's, and County Offices can view warehouse rates according to this table.

<b>Step</b>	<b>Action</b>	<b>Result</b>
1	Sign into COPS.	
2	Select "Warehouse Home" under the " <b>Home Pages</b> " tab.	The Warehouse Services Home Page will be displayed.
3	Select "Tariff Reports" under the " <b>Online Lists</b> " tab.	The CSA and Tariff Rate Criteria Screen will be displayed.
4	Select the crop year from the drop-down box.  Select the warehouse by entering the appropriate criteria.  CLICK " <b>Generate Report</b> ".	Rates for the selected warehouse will be displayed.  CLICK "Back" to return to the CSA and Tariff Rate Criteria Screen, and select another warehouse.

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### 2 Warehouse Rates Posted to COPS (Continued)

#### A Accessing Warehouse Offer Shipping Rates (Continued)

Following is an example of the modified report that will be displayed when users access the Tariff – Receiving and Storage Rates Screen in COPS.

Tariff - Receiving and Storage Rates							
Friday, June 13, 2008 09:40:49 CDT							
C O P S	United States Department of Agriculture						
	Cotton Online Processing System						
Crop Year: 2007 Warehouse Name (starts) [ ] State Code=48 and sorted by warehouse code							
Warehouse Code	Warehouse Name City and State County Name and Code	Master Warehouse Code	Tariff Effective Date	Tariff Receiving	Tariff Storage	Storage Credit Cap	
111111	Cotton Warehouse	XXXXXX	09-01-2007	3.1000	0.0650	0.0650	
Report Statistics: Number of States: 1 Warehouses: 1							

### 3 Updating County-Maintained Table Files in APSS

#### A Updating Warehouse Information

A name and address record **must** be present in the “Other Name and Address” file for each cotton warehouse code entered in the loanmaking or LDP-making process. This record is entered on Screen MAC01201 and contains the warehouse:

- name and address
- warehouse code
- facility location.

**Important:** The storing warehouse location is the State and county where the warehouse is **physically** located. This is important because APSS will look for a loan rate for the State and county code that is associated with this warehouse code.

County Offices shall create a name and address record for warehouses that are **not** currently in the “Other Name and Address” file according to 1-CM, Part 32.

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### 3 Updating County-Maintained Table Files in APSS (Continued)

#### B Updating Warehouse Offer Shipping Rates

7-CN, paragraph 65 requires **offer shipping rates** to be updated yearly **before** cotton loans are processed. Storage credit is limited to the smaller of the following:

- tariff storage rate for the crop year
- applicable storage cap, according to the warehouse location
- 2006 tariff rate.

County Offices shall update **tariff storage rates** in the offer shipping rates table according to 7-CN, paragraph 65 for the following crop years:

- 2008 (current)
- 2006 only if the warehouse had an approved rate for 2006 crop year.

**Note:** The 2008 Act provides that for the period beginning August 1, 2008, and ending July 31, 2012, the storage credit rates applicable to the 2006 crop shall be reduced by 10 percent. The Automated Cotton Reporting System (ACRS) and APSS are both in the process of being modified to reflect this requirement.

Storage rates are recorded as either daily or monthly rates. Enter the **tariff storage rate** in the applicable data field. Do **not** enter the storage credit cap.

**Important:** County Offices shall use the State and county code for the **physical** location of the warehouse on Screen PAA79000. This **must** match the State and county code that was entered in the “Other Name and Address” record on Screen MAC01201.

#### C Updating 2008 Loan Rates

County Offices shall update loan rates for 2008 crop year according to 12-PS, paragraph 1433. For 2008 crop loans for cotton:

- the national loan rates are \$0.52/pound for upland cotton and \$0.7977/pound for ELS cotton
- location adjustments to the base quality for upland have been eliminated by the 2008 Act.

**Note:** A loan rate of either \$0.52 for upland cotton or \$0.7977 for ELS cotton **must** be entered in APSS for each county.

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### 3 Updating County-Maintained Table Files in APSS (Continued)

#### D Updating Cotton Gin Codes

The gin code table shall be updated, as necessary, to add, change, or delete cotton gin codes **before** processing cotton loans and LDP's in APSS. County Offices shall follow 7-CN, paragraph 81 to update the gin code table.

### 4 Updating the Cotton PC Software for 2008 Crop Year

#### A Updating the Office Profile

When 2 files containing the **same** file sequence number are loaded into the cotton PC software, the first file is overlaid with the second file and data from the first file is lost. To prevent overlaying prior year files with current year files, the file sequence numbers **must** begin with the last digit of the current crop year.

County Offices shall follow 7-CN, paragraph 323 to reset the file sequence number in the office profile. The sequence numbers shall begin with the last digit of the crop year.

**Example:** The sequence number for 2008 shall be reset to 80001.

If the cotton PC software is installed on more than one PC in the County Office, each PC **must** have a different file sequence number range.

**Note:** County Offices shall advise entities who prepare preprocessed bale data files that their file sequence number must be reset each year according to 7-CN, Exhibit 13, subparagraph 1 B.

#### B Updating Warehouse Profile

County Offices shall follow 7-CN, subparagraph 324 B to:

- create a warehouse profile for new warehouses
- update the current year differential for each warehouse profile.

**Note:** Starting with the 2008 crop year, the location differential for all locations is zero.

#### C Transmission Profiles

County Offices shall **not** update the following:

- AMS transmission profile
- electronic warehouse receipt (EWR) transmission profile
- APSS transmission profile.

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### 4 Updating the Cotton PC Software for 2008 Crop Year (Continued)

#### D Removing Data Files for Prior Crop Years

At the beginning of each crop year, County Offices shall remove previous crop year data files for:

- loans that have been redeemed
- loans and LDP's that do **not** contain COPS errors.

This allows cotton PC software to:

- run more efficiently
- only display current files, making it easier to work with and select files for processing.

County Offices shall follow instructions in 7-CN, paragraph:

- 352 to backup the previous year data files **before** deleting
- 354 to delete selected previous year data files.

Data files shall **not** be removed for:

- EWR bales that contain COPS errors so that the files are available for correction
- outstanding loans because these files are needed to release EWR's to a new or previous holder upon repayment.

### 5 Using the COPS Web Site for Crop Year 2008

#### A Accessing COPS

County Offices, CMA's, and LSA's shall access COPS **before** the beginning of 2008 loan and LDP activity to:

- update the user profile to include the correct e-mail address
- become familiar with recent modifications.

**Note:** The COPS web site is <https://dlnt01.fsa.usda.gov/logon.jsp>.

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### 5 Using the COPS Web Site for Crop Year 2008 (Continued)

#### A Accessing COPS (Continued)

The COPS Home Page contains the following links:

- “User Guide” that provides detailed, step-by-step instructions for using the COPS web site
- “Experiencing Problems” that provides a list of potential problems a user may experience along with suggested solutions or links to documents that contain information to solve the problems
- “News Bulletins” that provides information related to changes in COPS availability and enhancements that appear as news bulletins.

#### B COPS Passwords

COPS passwords expire **after** 30 calendar days and can be reset by the user at the COPS Sign-On Screen. If **not** reset, the COPS password will be:

- revoked after 36 calendar days
- suspended after 90 calendar days
- put on the delete list after 120 calendar days
- deleted after 180 calendar days.

If users have **not** accessed COPS recently, it may be necessary to update the password. Section 1.3 of the COPS User Guide provides instructions for updating a password.

A “pop-up” screen will display on COPS if a user tries to change a password that does **not** conform to the new rules. The screen will identify the specific error, such as “does not include a numeric character”.

A new button labeled “Password Rules” has been added to the Secure System Password Reset Screen. Users can click the button to obtain details of the new password requirements.

Three attempts to change the password will be allowed before the password is suspended. If problems are encountered while resetting a password, contact the FSA Security Office at 816-926-6537.

### 6 ACRS Bale Record Field Requirement

#### A Field 9, Batch Sequence Number

Batch sequence numbers shall be reset and begin with “0001” on June 1 for **each** transaction code for new crop year activity.