

**For:** Cotton State and County Offices

**Updating Files in APSS and the Cotton PC Software  
for Processing Crop Year 2003 Cotton Loans and LDP's**

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

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**1 Overview**

**A Background**

The 2003 crop year for cotton loans and loan deficiency payments (LDP's) began July 1, 2003. In preparation for the loan/LDP season, County Offices must update or reset certain files in the automated price support system (APSS) and the cotton PC software before processing current crop year cotton loans and LDP's.

**B Purpose**

This notice provides State and County Offices instructions for updating files in APSS and the cotton PC software for the 2003 loan/LDP season.

**C Contact**

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

- telephone at 202-720-8374
- e-mail to **julie\_floriani@wdc.usda.gov**.

<b>Disposal Date</b>  August 1, 2004	<b>Distribution</b>  State Offices; State Offices relay to Cotton County Offices
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## 2 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 that stores cotton which is presented to the County Office for loan or LDP. This record is entered on Screen MAC01201 and contains the warehouse:

- name and address
- master warehouse code
- facility location.

**Important:** The storing warehouse location is the State and county in which 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.

### B Updating Warehouse Offer Shipping Rates

Before a cotton loan or LDP can be processed through APSS, the system requires that receiving and storage rates for the warehouse where the cotton is stored be entered on the Offer Shipping Rate Table. Approved warehouses and their contract and tariff rates are available at <http://intranet.fsa.usda.gov/daco/wid.htm>. 2003 rates are posted to the website for warehouses as they become effective.

County Offices shall update the receiving and storage rates for the 2003 crop year as follows:

- access and print the rates for the applicable warehouses through the internet
- update the rates according to 7-CN, paragraph 65 B, and 12-PS, paragraph 1434
- 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.

When adding rates for a new warehouse for the first time in APSS, County Offices **must** enter the rates for 2 years, to include the:

- current year
- prior year.

## Notice CN-959

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

#### C Updating 2003 Loan Rates

County Offices shall update loan rates for 2003 crop year according to 12-PS, paragraph 1433. Applicable county loan rates are in 7-CN, Exhibit 15.

A loan rate must be entered in APSS for each county in which a storing warehouse is located. The State and county code for the storing warehouse location is entered on Screen PAA78000.

**Example:** ABC warehouse is located in County A. If County B processes loans stored at ABC Warehouse, a loan rate must be entered for County A, using County A's State and county code on Screen PAA78000

#### 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 Ginner Code Table.

## Notice CN-959

### 3 Updating the Cotton PC Software for 2003 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. For example, the sequence number for 2003 shall be reset to 30001.

If the cotton PC software is installed on additional PC's in the County Office, each PC must have a different file sequence number range.

**Note:** County Offices shall advise entities who prepare pre-processed diskettes that their file sequence number must be reset each year according to 7-CN, Exhibit 13, paragraph 1B.

#### B Updating Warehouse Profile

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

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

The differential is calculated by subtracting the National Average Loan Rate of 52.00 from the loan rate for the county where the warehouse is **physically located**. For warehouse code "99999", use the location differential for the administrative county.

**Example:** If the county loan rate is 52.55, the differential is 00.55 ( $52.55 - 52.00 = .00.55$ ).  
If the county loan rate is 50.45, the differential is - 01.55 ( $50.45 - 52.00 = \text{negative } 01.55$ )

Enter the location differential using 4 decimal places. For example, if the location differential is:

- 00.55, enter as .0055
- negative 01.55, enter -.0155.

**3 Updating the Cotton PC Software for 2003 Crop Year (Continued)**

**C Transmission Profiles**

County Offices shall **not** update the:

- AMS transmission profile
- EWR transmission profile
- APSS transmission profile.

**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
- loan 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:

- paragraph 4 to back up the previous year data files before deleting
- paragraph 5 to delete selected previous year data files.

**4 Backing Up Application Data to Server**

**A Backing Up Data Files**

County Offices shall backup cotton application data to the server before deleting prior year transaction files by following instructions in this table.

Step	Action	Result
1	On Menu 000, ENTER "7", "Backup Cotton Files To Server".	Screen PWC90000 will be displayed.
2	On Screen PWC90000, PRESS "Run Backup".	The process will run. Cotton application data will be copied to the server. When the backup has completed, Menu 000 will be displayed.
3	PRESS "Exit" to return to the Windows desktop.	The Windows desktop will be displayed.

**5 Deleting Selected Prior Year Data Files**

**A Deleting Data Files**

County Offices shall follow instructions in the following table to remove loan and LDP files which are no longer needed on the system. This includes files for:

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

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

- which contain COPS errors so that the files are available for correction
- in outstanding loans which need to be released to a new or previous holder.

Step	Action	Result
1	On Menu 001, ENTER "6", "Other Functions".	Menu 600 will be displayed.
2	On Menu 600, ENTER "4", "Delete Loan/LDP Files From System".	Screen PWC64000 will be displayed.
3	On Screen PWC64000, select: <ul style="list-style-type: none"> <li>• crop year to remove</li> <li>• type of files to remove</li> <li>• status of files to remove.</li> </ul> PRESS "Next Screen".	Screen PWC65000 will be displayed.
4	On Screen PWC65000, select files to be removed by clicking on the file sequence number. <ul style="list-style-type: none"> <li>• To select all files, PRESS "Select All".</li> <li>• PRESS "Next Screen".</li> </ul>	A dialogue box will be displayed with the question, "Are you sure you wish to delete the selected files?".

Notice CN-959

5 Deleting Selected Prior Year Data Files (Continued)

A Deleting Data Files (Continued)

Step	Action		Result
5	On the dialogue box:		
	<b>IF selected files...</b>	<b>THEN...</b>	
	are to be removed	ENTER "Y".	Selected files will be removed from system. Menu 600 will be displayed.
	are <b>not</b> to be removed	ENTER "N".	Selected files will <b>not</b> be removed. Menu 600 will be displayed.  Repeat steps 2 through 4 to reselect files.

## Notice CN-959

### 6 Using the COPS Website for Crop Year 2003

#### A Accessing COPS

Notice CN-956 provided State and County Offices with information about modifications to the COPS website. County Offices shall access COPS before the beginning of 2003 loan and LDP activity to become familiar with recent modifications.

The COPS Home Page contains the following links:

- "User Guide" link, which provides instructions for using the COPS website. This section will be updated online based upon future enhancements to the system.

**Note:** Since the CD-ROM version might not be the most current version of the User Guide, all users should access the guide online.

- "Experiencing Problems" link, which 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" link, which provides information related to changes in COPS availability and enhancements that appear as news bulletins.

#### B COPS Passwords

Informational Bulletin No. 2770, posted July 24, 2003, informed users that NITC would implement password changes in the USDA production shared environment. Since NITC passwords are used to access the COPS website, users shall refer to this Informational Bulletin and use the following **new** format to create or change passwords:

- eight characters in length
- at least 1 numeric and at least 1 alpha character.

A "pop up" screen will appear on COPS if a user tries to change a password that does not conform with 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 press 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 FSA Security office at 816-926-6537.