

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

**Updating Files in Automated Price Support System (APSS) and the Cotton PC Software
for Processing Crop Year 2004 Cotton Loans and Loan Deficiency Payments (LDP's)**

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

The 2004 crop year for cotton loans and LDP's begins July 1, 2004. In preparation for the loan/LDP season, County Offices must update or reset certain files in the APSS and the cotton PC software before processing current crop year cotton loans and LDP's.

B Purpose

This notice:

- informs CMA's and LSA's that warehouse rates are posted to the Cotton Online Processing System (COPS)
- provides State and County Office with instructions for updating files in APSS and cotton PC software for the 2004 crop year 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.

<p>Disposal Date</p> <p>September 1, 2004</p>	<p>Distribution</p> <p>State Offices; State Offices relay to Cotton County Offices, Cotton CMA's, and LSA's</p>
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2 Warehouse Rates Posted to COPS

A Accessing Warehouse Offer Shipping Rates

Approved warehouses and their contract and tariff rates are now available in COPS. Rates for 2004 will be posted as they become effective.

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

Step	Action	Result
1	Sign into COPS.	
2	Select "Warehouse Home" under the Home Pages tab.	The Warehouse Services Home Page will be displayed.
3	Select "CSA and Tariff Rates" under the Online Lists tab.	CSA and Tariff Rate Criteria Screen will be displayed.
4	Select crop year from the drop down box. Select warehouse by entering the appropriate criteria. Click on " Generate Report ".	Rates for the selected warehouse will be displayed. Use the back button to return to the criteria screen and select another warehouse.

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 loan making or LDP making process. 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 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.

B Updating Warehouse Offer Shipping Rates

7-CN, paragraph 65, requires “Offer Shipping” rates to be updated yearly before cotton loans are processed. County Offices shall update **tariff storage** rates for the 2004 crop year according to instructions provided in 12-PS, paragraph 1434.

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.

The following rates are **not** required to be entered for the 2004 crop year:

- tariff rates for receiving
- contract rates for receiving and storage.

A future modification to APSS will remove these data fields.

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.

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

C Updating 2004 Loan Rates

County Offices shall update loan rates for 2004 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 where 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.

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4 Updating the Cotton PC Software for 2004 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 2004 shall be reset to 40001.

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 1 B.

B Updating Warehouse Profile

County Offices shall follow 7-CN, paragraph 324 B, 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.

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4 Updating the Cotton PC Software for 2004 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 7-CN, paragraph:

- 352 to back up 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; these files are needed to release EWR's to a new or previous holder upon repayment.

5 Using the COPS Website for Crop Year 2004

A Accessing COPS

County Offices shall access COPS before the beginning of 2004 loan and LDP activity to become familiar with recent modifications.

The COPS Home Page contains the following links:

- “User Guide” provides detailed, step-by-step instructions for using the COPS website.
- “Experiencing Problems” 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” 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 User Guide provides instructions for updating a password.

A “pop up” screen will appear 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 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.