

For: Cotton State and County Offices

**Correcting Cotton Transactions Recorded in the Cotton Online
Processing System (COPS) for Crop Years 1997 Through 2003**

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

State and County Offices, CMA's, and LSA's were instructed to research and resolve duplicate cotton bales in COPS. Extensive research of all transactions for crop years 1997 through 2000 was conducted according to Notice CN-940. It has been determined that the majority of these COPS errors were "false duplicates" because of mis-keyed information creating a misconception of duplicate cotton bales in COPS and/or unearned benefits for crop years 1997 through 2000.

Recent software modifications and additional training of State and County Office employees has resulted in a 75 percent decline in errors in crop year 2003 as compared to prior years.

B Purpose

This notice provides State and County Offices with instructions for researching and resolving cotton transactions in COPS for crop years 1997 through 2003.

C Contact

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

- e-mail to julie_floriani@wdc.usda.gov
- telephone at 202-720-8374.

Disposal Date	Distribution
January 1, 2005	Cotton State Offices; State Offices relay to applicable County Offices

Notice CN-974

2 COPS Correction Action

A County Office Action

County Offices shall:

- discontinue researching and attempting to resolve all corrections in COPS for crop years 1997 through 2000
- immediately research and resolve all corrections needed in COPS for crop years 2001 through 2003
- request assistance from their State Price Support Specialist
- **not** contact KCAO directly.

B State Office Action

State Offices shall:

- ensure that County Offices follow the instructions in this notice
- assist County Offices with researching and resolving all corrections needed in COPS.
- contact KCAO if a County Office requires assistance.