

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

Updating Files in APSS for Processing Crop Year 2009 Cotton Loans and LDP's

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

County Offices **must** update or reset certain files in APSS **before** processing 2009-crop cotton loan and LDP's.

Additionally, because COPS has been enhanced to manage functions previously processed on the cotton PC, the cotton PC functionality will end effective December 31, 2009.

B Purpose

This notice:

- informs Cotton 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 Cotton State and County Offices with instructions for updating files in APSS for the 2009-crop loan/LDP transactions.

Disposal Date	Distribution
June 1, 2010	Cotton State Offices; State Offices relay to 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 Shannon Fulghem by either of the following:
 - e-mail at **shannon.fulghem@kcc.usda.gov**
 - telephone at 816-926-1533

- APSS to Shayla Watson by either of the following:
 - e-mail at **shayla.watson@wdc.usda.gov**
 - telephone at 202-690-0013.

2 Warehouse Rates Posted to COPS

A Accessing Warehouse Offer Shipping Rates

Approved warehouses and their tariff rates are available in COPS. Rates for 2009 are posted as the rates become effective. CMA's, LSA's, and County Offices can view warehouse rates according to the following.

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

B Updating Warehouse Offer Shipping Rates

7-CN, paragraph 65 requires that “Offer Shipping” rates be updated yearly **before** cotton loans are processed. Storage credit is limited to the smaller of the:

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

County Offices shall update **tariff storage rates** in the Offer Shipping Rates Table according to 7-CN, paragraph 65.

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.

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

C Updating 2009 Loan Rates

County Offices shall update loan rates for 2009 crop year according to 12-PS, paragraph 1433. Effective for the 2009 crop, county loan rates, as previously provided in 7-CN, Exhibit 15, have been eliminated for upland cotton. All county loan rates are the base-quality loan rate of \$.52.

A loan rate of \$.52 **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 update the Ginner Code Table according to 7-CN, paragraph 81.

4 Updating the Cotton PC Software for 2009 Crop Year

A Updating the Office Profile

When 2 files containing the **same** file sequence number are loaded into the cotton PC software, the 1st file is overlaid with the 2nd file and data from the 1st 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 2009 shall be reset to 90001.

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.

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4 Updating the Cotton PC Software for 2009 Crop Year (Continued)

B Updating Warehouse Profile

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

- create a warehouse profile for new warehouses
- set the 2009 differential for each warehouse profile at zero.

C Transmission Profiles

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

- 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 because these files are needed to release EWR's to a new or previous holder upon repayment.

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5 Using the COPS Web Site for Crop Year 2009

A Accessing COPS

County Offices, CMA's, and LSA's shall access COPS **before** the beginning of 2009 loan and LDP activity to:

- update the User Profile to include the correct e-mail address
- become familiar with recent modifications.

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. See the User Guide, Section 1.3 for 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, "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 the FSA Security Office at 816-926-6537.