eCotton Product Documentation

Basic GIN Functions

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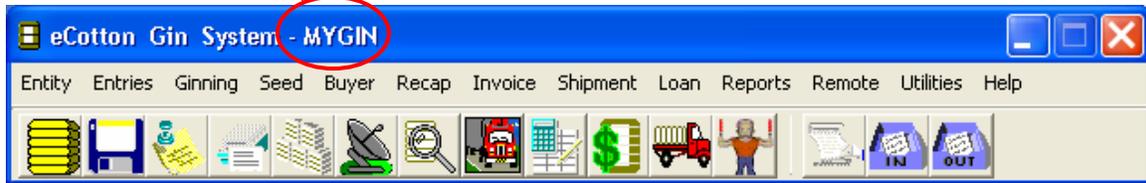
Begin New Season
(Important: Create a backup of your cotton data prior to performing this operation.)
During the ginning season, the eCotton GIN program uses data set up in an 'entity'.
The current entity name is displayed on the blue title bar.

A new entity needs to be created for the upcoming crop year. To retain all the GIN setup
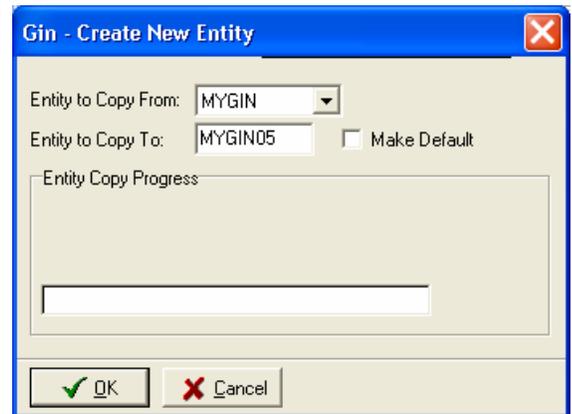data that is contained in the current entity, do the following.

Make a copy of the entity. Follow the instructions below.
Click **Entity → Entity Selection…** The following panel appears.

Click the + Add button.

The create new entity
panel appears.

The *entity to copy from*
is the current entity.
The *entity to copy to*
is the current entity
name with the previous
year's date.

For example.
Assuming MYGIN is the current entity.
Copy the MYGIN entity to MYGIN05. By doing so, all the data in the current entity is
copied to a new entity. Do not make the MYGIN05 entity the default. MYGIN05 is
going to be used as an archive for the previous year's ginning season.

To Begin New Season, do the following.
Make sure that the current entity
MYGIN is selected and displays on
the title bar.

Click on **Utilities → Begin New Season..**
Review the information and check boxes
displayed for accuracy. Click Go.

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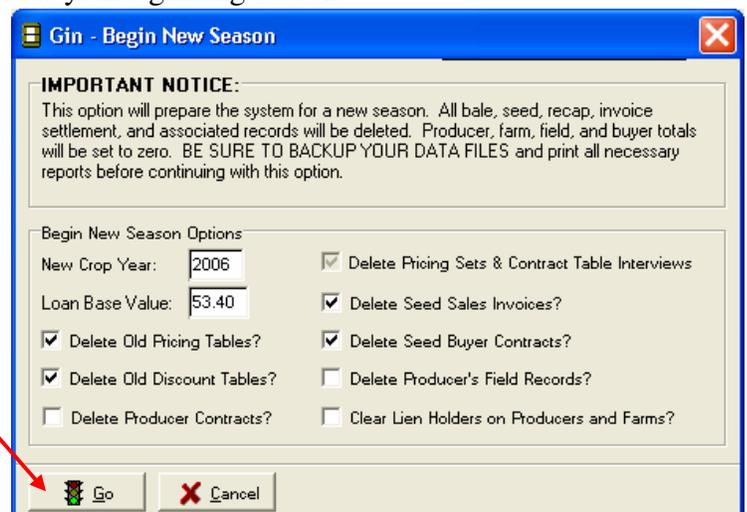
Basic GIN Functions

The following steps are a guideline for performing basic **Gin** functions.

During the ginning season, there are functions to perform on a daily basis. These are described below and follows the process of managing the ginning operation.
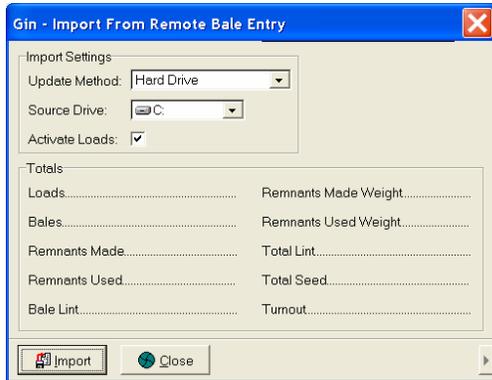
During installation, the eCotton programs are placed inside the programs folder which appears on your desktop.   Double-click this icon and then double-click the GIN System icon.

Enter Bales

If you use the Remote Bale Entry program, import bales. If the Remote Bale Entry PC is networked, make sure the Source Drive is the correct network drive letter. If the PC is not networked, use the USB flash drive or floppy disk A. The following screen displays.


Select Import and print the Updated Remote Bale Entry Report.
- Look for loads with abnormally high or low turnout percentages.
- If modules or trailers are not weighed, check for loads with more/fewer bales than average on the load.
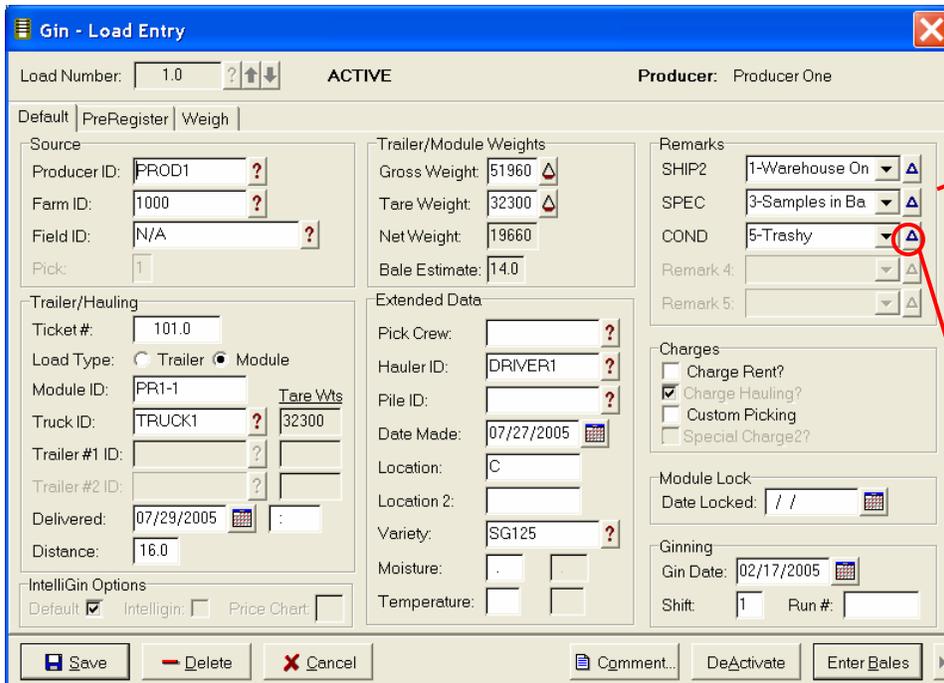
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If not using the Remote Bale Entry program, enter the bales manually. Click on the enter loads and bales icon.
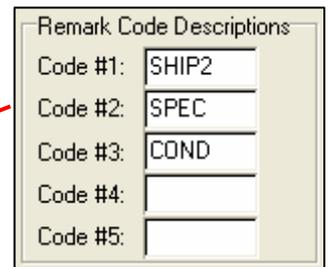

Type a load number and press the TAB key to enter a new load or use the question mark to locate a previously entered load.
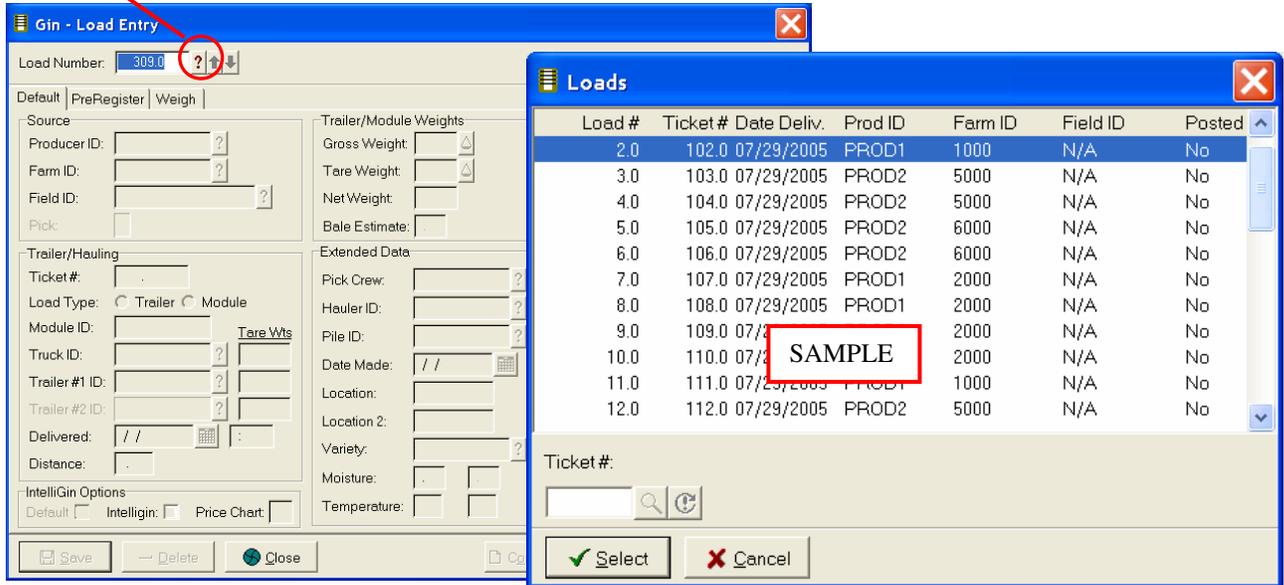
With a load open, enter the required information on this screen and click on the Enter Bales button at the lower right corner.


In System Parameters….

The load remark codes are set up in the system parameters on the Preferences tab. Type in the remark type.
Use the blue triangle to create remarks that can be applied to the load.

Bale numbering is automatic if set up in system parameters to do so. All that is needed is to enter the weight. Press the ESC button to finish entering bales. Click Save when all bales for this load are entered.
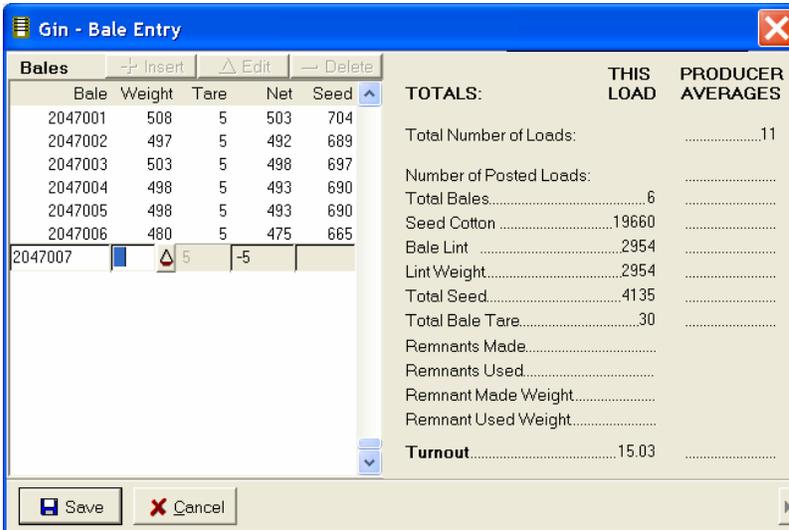
After entering bales prior to posting loads, run the 'missing bales' report.
Click **Reports → Bale → Missing Bale….**
This report insures that no bales have been skipped.

Compare this report to the sheets created at the GIN with bale numbers on it.

When all bales are in their proper load, then Post Loads & Bales. The system parameters can be set up to automatically post when the load is saved. Or, do the following.
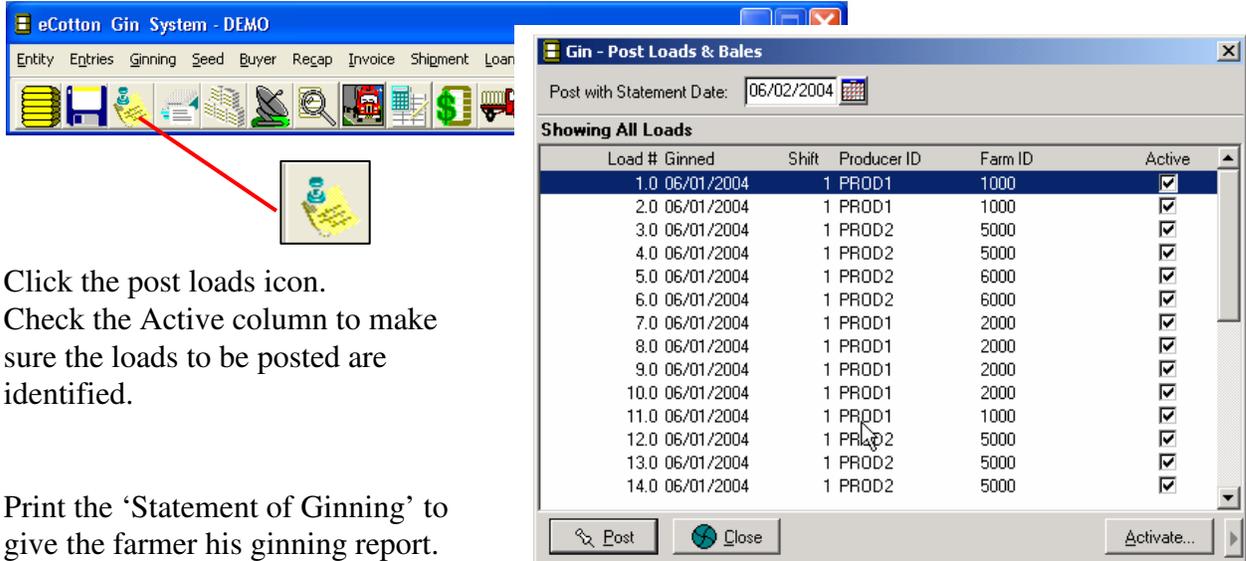
Click the post loads icon.
Check the Active column to make sure the loads to be posted are identified.

Print the 'Statement of Ginning' to give the farmer his ginning report.
Click **Ginning → Print Statement of Ginning ….**
The statement is available with the following options.

Click **Reports → Gin Management Reports → Loads in Ginned Order** to review a report of the order in which the loads were ginned.

Read Classing

The USDA File1 classing file is retrieved from STAMP. (Start the STAMP program and retrieve the classing files. Refer to the *STAMP User's Guide* for instructions.)

Click the Read Remote Classing icon.

The following panel displays. Insure that the Filespec: is the same as defined in STAMP. The Filespec determines where the inbound process will look for the file.

Filespec:

Click on the Import button and review the Posted Remote Classing Data report.

Export Bales to *Your* Warehouse

Now that the bales are loaded, moved (if necessary), and posted, export the bales to the Windows Warehouse system. Click on **Remote → Outbound → Export Bales to Warehouse**.
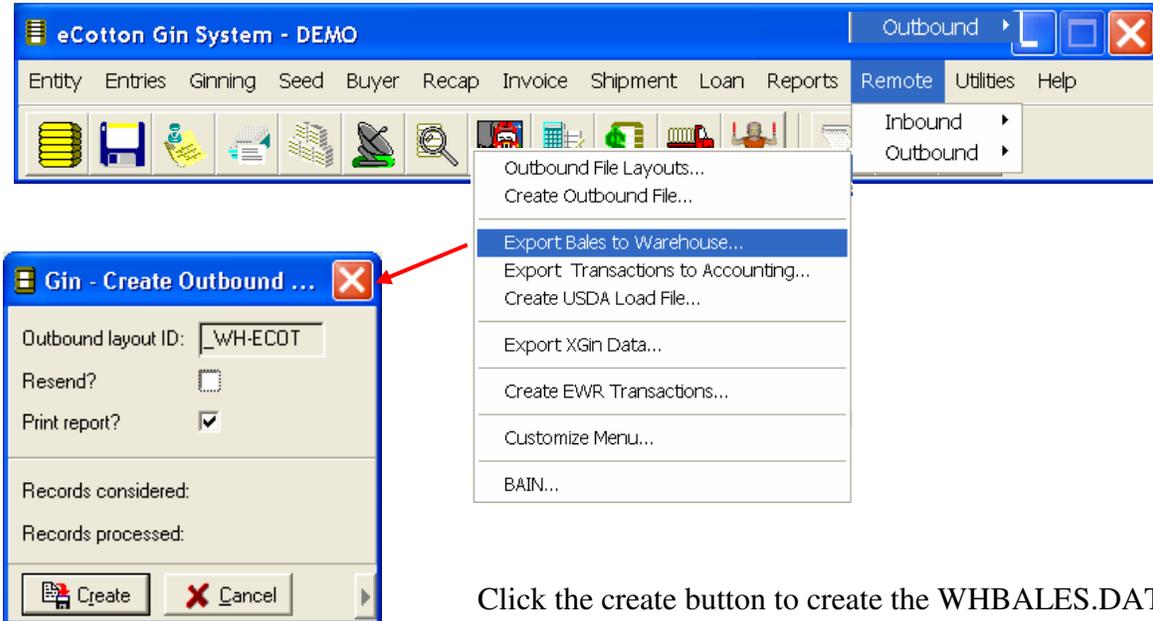
Click the create button to create the WHBALES.DAT file. This is the file that is inbounded into the eCotton warehouse system.

Send the Bales to a *Public* Warehouse

If you send your bales to a public warehouse, do the following. The bales are loaded onto a truck and the driver takes a 'trucker's acceptance' form. The TA is created by clicking on the [truck icon] icon.


```
TA# 00001                        Demo Gin                        Gin 12345
TAREF1                    Address One, Address Two                08/02/2005
                             Anywhere, US 12345
                             Phone: (919)111-2222
                              Fax: (919)111-2223

GinBale  Gross  Tr  Net | GinBale  Gross  Tr  Net | GinBale  Gross  Tr  Net | GinBale  Gross  Tr  Net
2046791   413    5  408 | 2046793   458    5  453 | 2046795   462    5  457 |
2046792   477    5  472 | 2046794   452    5  447 | 2046796   483    5  478 |
Bales: 6  Gross: 2745  Tare: 30  Net: 2715


Taken by:_____      Accepted by:_____
```

This is a sample TA printout. The trucker signs a copy to leave with the Gin. At the warehouse, the 'accepted by' is signed.

The TA data is used to transfer the bale data to the public warehouse. Click on **Remote → Outbound → Create Outbound File**. The panel below displays. Click the ? and choose the _WH-TA layout.
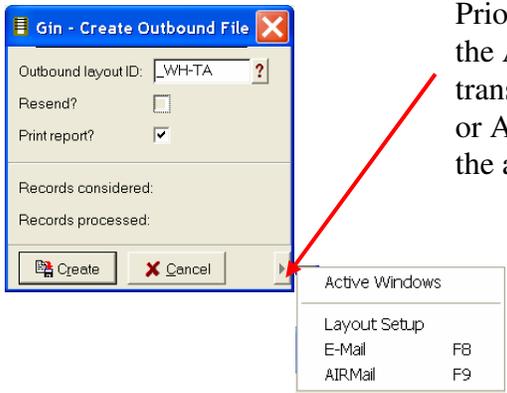
Prior to clicking on the Create button, click on the Additional Options button.   Choose to transfer the WHBALES.DAT file using E-Mail or AIRMail (STAMP). When selected, enter the address for the recipient.

The preferred method is to use **AIRMail** (STAMP). Enter the recipient's STAMP address. When the Create button is clicked, the WHBALES.DAT file is created and STAMP is automatically started and the file transmitted.

Receive Receipt Data from The Provider System

If the GIN is the holder of the receipt.

A confirmation file is delivered to the GIN via EWRPlus or VECTOR.
The file is created when the warehouse makes the GIN the holder of the receipts when the
bales are sent to the provider system (EWR or eCotton).

Once the confirmation file is received,
use the **Remote → Inbound → Read
Inbound File…** process.

Select the Inbound Layout _WH-EWRI for
EWR, Inc and _WH-EWRC for eCotton.

Click on the Import button to select the
file. When the file is selected, a confirm
panel appears. See below.
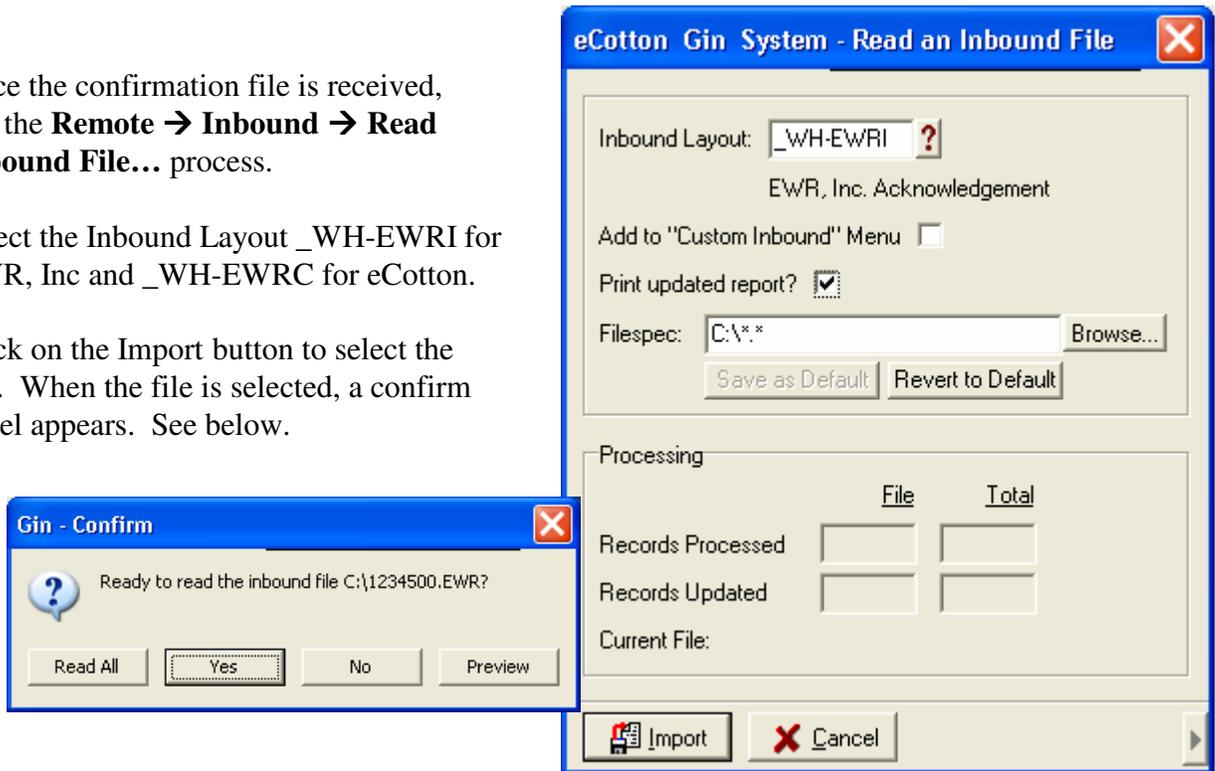
Click Yes to inbound the file.

Note:
This file must be inbounded into the Gin program prior to creating a Loan, LDP or
processing buyer bales.

If responsible for creating Loan or LDP files, be sure to do so **prior** to processing buyer
bales to send data to buyers.

Receive Data from A Public Warehouse
If the GIN is not the holder of the receipts.

Warehouse data is transmitted through STAMP.

Click the 1st red telephone icon to connect. If any files are available for downloading, a panel indicates that files have been downloaded. When finished downloading, close the panel. The **Unread** button indicates if any files are ready to be imported. Click the **Unread** button to display a list of files to be imported. Click on the desired file and click the import button on the right. See the following.
Click on the file name and then click the import button.
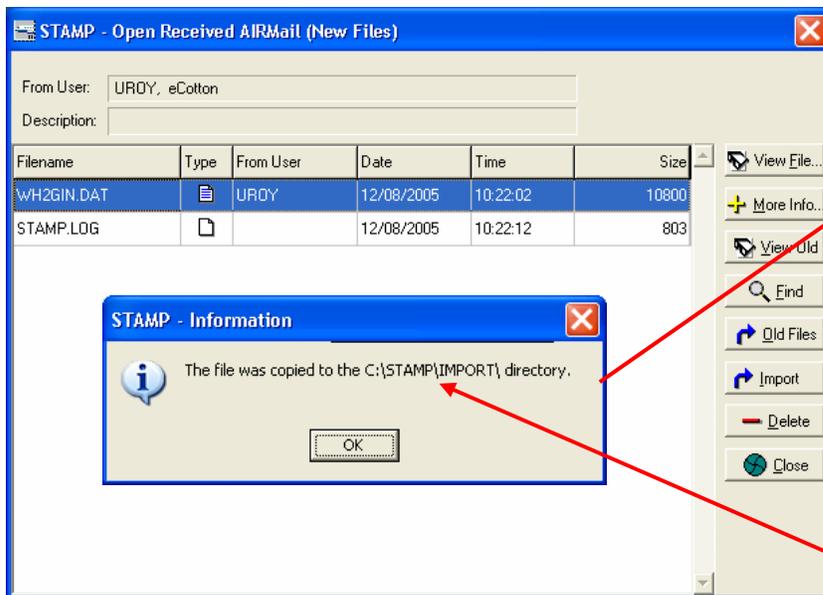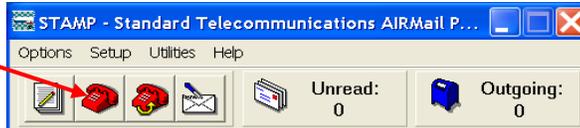
Important

The information pop-up identifies where the file is being copied to.

It may be on the C:\ drive or a Network drive.

Confirm the path: (\STAMP\IMPORT\) to find the file when importing into the GIN or Warehouse program.

These two must match.

Once the file is on your PC or server, import the data into the Gin system.
Go to **Remote → Inbound → Read Remote Warehouse Data…**
The 'Read Remote Warehouse Data' panel identifies the inbound layout and the Filespec: (location) of the file. If the file was copied from STAMP into a directory path other than what is displayed, click the Browse… button to locate the path where the file was copied into.
When the Filespec is identified, click the Import button.

Records Processed **and** Records Updated must be counted for a successful inbound.
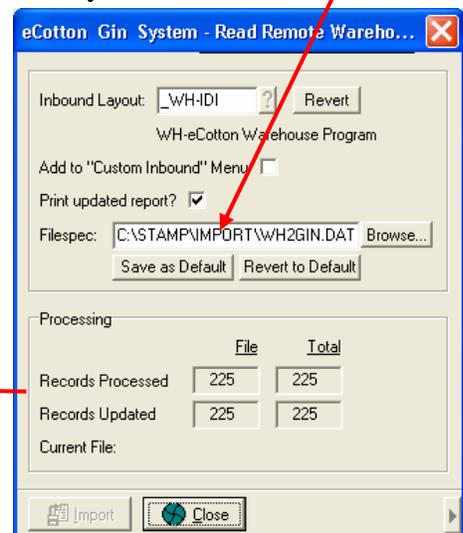
Loan or LDP process

If you are responsible for creating the Loan or LDP, be sure to import warehouse and EWR files **prior** to using **Buyer → Process Buyer Bales**. Create the Loan or LDP file by doing the following.
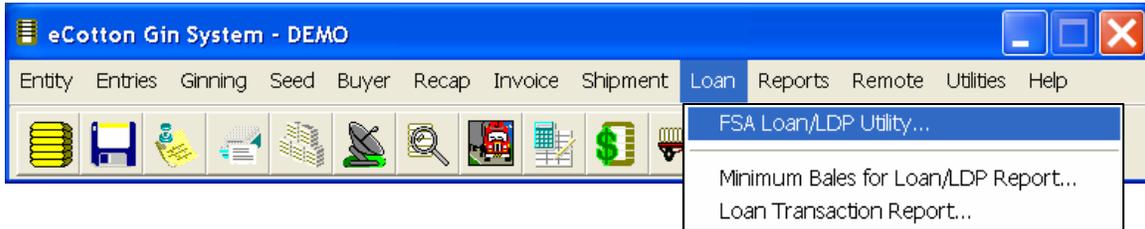
Fill in all the required data to process the file.

All county FSA offices are now able to receive the file via email. Click the ? by the State/County Code to edit the county data and include their email address.

When the data is complete, make sure the **Create/Deliver FSA File?** and the **Create EWR Transactions?** are checked.

These are additional SAVE actions that are executed when the Save button is clicked. Three actions are taken. The file is 1) created on your hard drive and 2) automatically emailed to the FSA office and 3) the EWR transaction is created. Click the [icon] icon to transmit the EWR data.

Buyer Process

Enter Buyer Contracts

Set up the buyers you do business with. Click on **Buyer → Buyer Setup**.
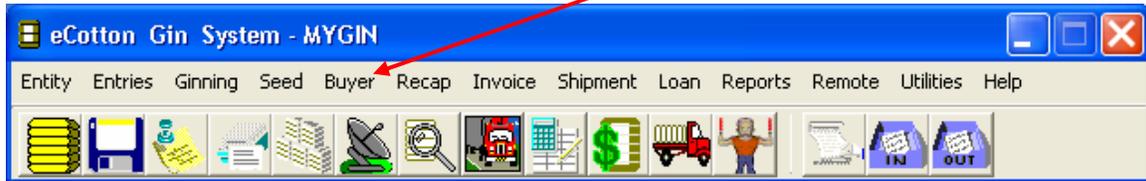
The Buyer Setup panel displays.

Type in the buyer ID or click on the ? to select from a list.

Enter the buyer information on the Main tab.
In the Setup section, indicate the buyer type.
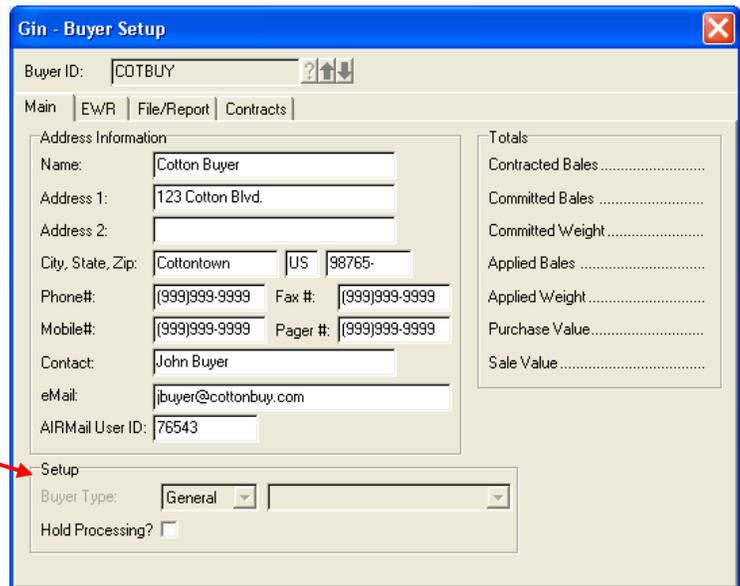
EWR

Click on the EWR tab.

Click in the box to indicate that the EWR's are to be updated when processing for this buyer.

Enter the buyer's Holder ID.
Click in the Update Receipts? box.

If needed, indicate the status of the Receiving, Loading and Compression tariffs. Consult with the buyer for this status.

Click on the contracts tab.
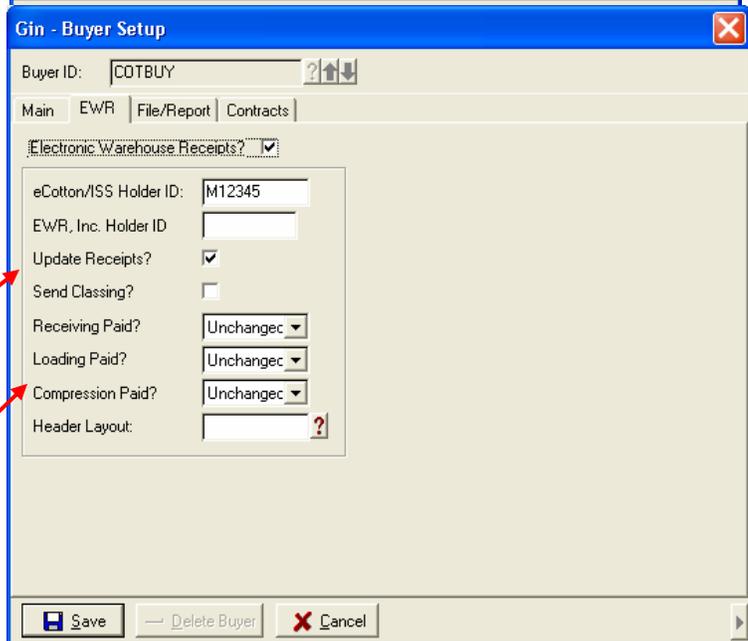
Entering Buyer Contract Details

To add a contract, click the Add button. To edit an existing contract, click the contract to highlight and click on the Edit button. Highlight the contract and click on the Delete button to delete a contract.

Add a Contract

Click the Add button to add a contract.

The Buyer Contract Details screen appears. Select the contract type, weight basis and processing constraints. If the processing constraints are checked, the bales will not process until the conditions are satisfied.

Click on the Purchase tab to enter the contract details.

At this screen, enter the producer ID, farm ID and field (if applicable).   Once the data is entered, click on the Save button to save the contract details.

Note:
For general buyers, multiple contracts can be entered.

For Co-op buyers, one contract is used for all producers.

Process Buyer Bales

Click **Buyer → Process Buyer Bales**

Type in the buyer ID or click
the ? to select from a list.

With the buyer selected,
all valid bales are added
to the current process.

Review the information
on the Process Buyer Bales
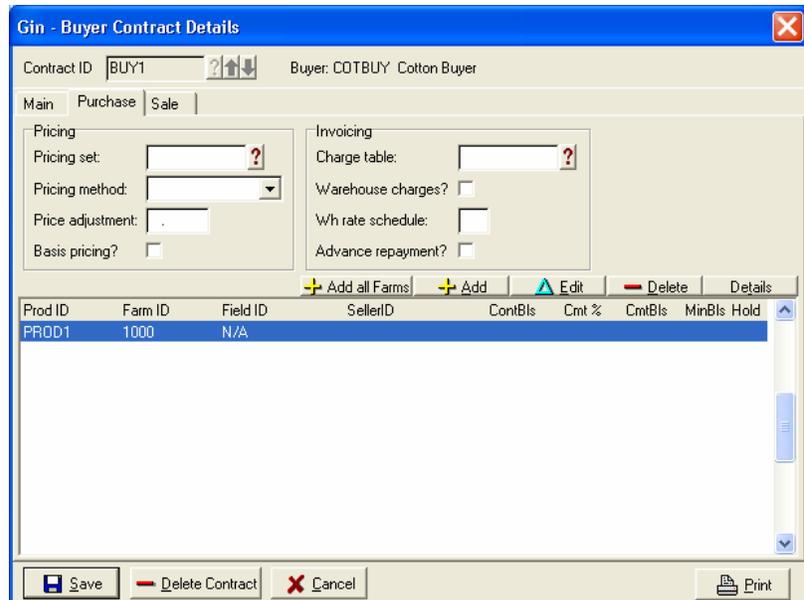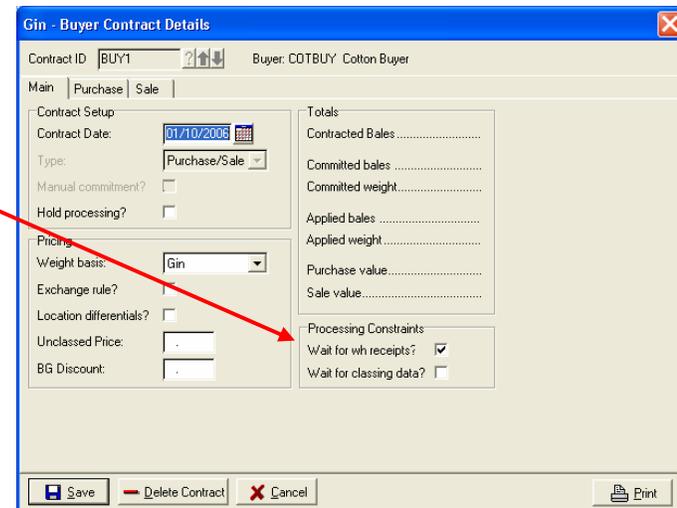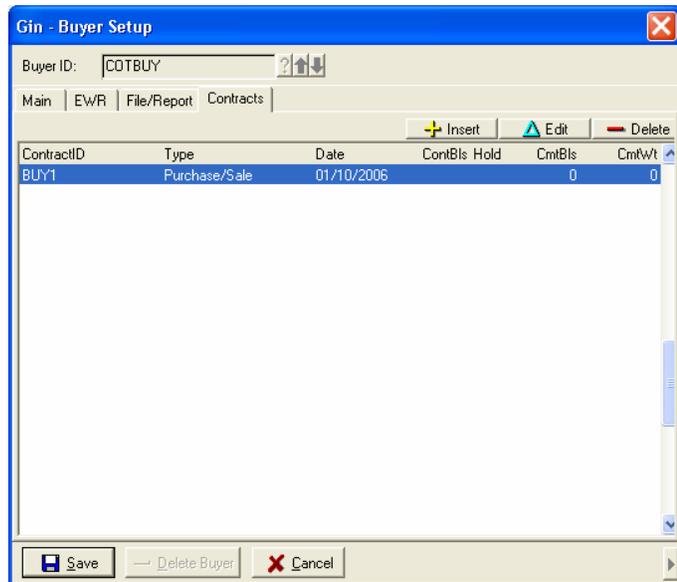screen for accuracy.

Click the Final Process
button to process the bales.
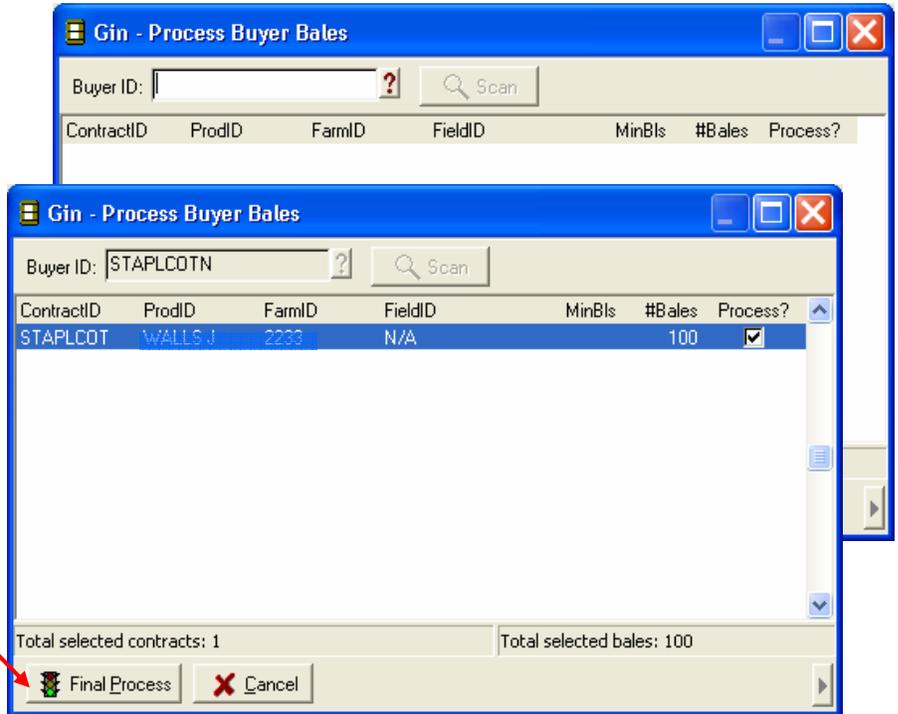
Other Buyer functions

Reprocess
To process again the buyer process.
Click **Buyer → Reprocess Buyer Bales**

Unprocess
To unprocess bales to make changes to the
bale record. Unprocess removes the process
and the bales must be processed again (not
reprocessed).
Click **Buyer → Reprocess Buyer Bales**
With a process number highlighted, click the
right mouse button to reveal the Unprocess
Bales option. Click Unprocess Bales to proceed.
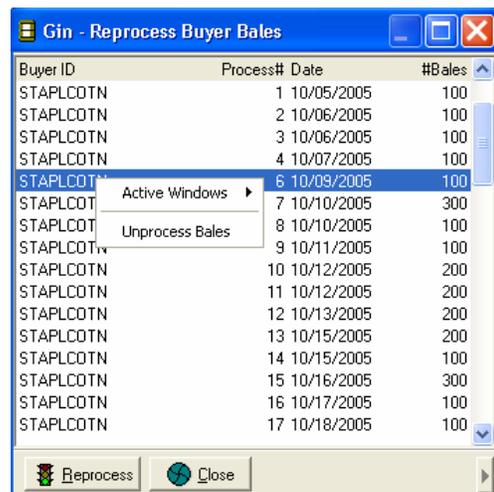
Manage Commitments

Click **Buyer → Manage Commitments** to commit or uncommit bales either individually
or via mass. When the manage commitments screen displays, click the right mouse
button to reveal the Mass Commit and Mass Uncommit options.

Reports

During the ginning process, it is advisable to create reports that validate the process. The following table identifies some of these reports and a brief description of each.

Report Type	Description
Updated Remote Bale Entry Report	Generated when bales are imported from remote bale entry. ▪ Look for loads with abnormally high or low turnout percentages. ▪ If modules and trailers are not weighed, check for loads with more/fewer bales than average on the load.
Loads in Ginned Order Report **Reports → Gin Management**	Displays loads in the order ginned.
Missing Bales Report **Report → Bale**	A horizontal line indicates a break in the bale sequence numbering.
Gin Statement Reports **Ginning → Print Statement of Ginning**	Loads must be posted. Report types: Load, Producer, Run, Farm, Farm & Pick
Minimum Bales for Loan/LDP **Loan →**	By Owner ID for… ▪ All eligible farms ▪ Minimum exceeded ▪ Minimum not exceeded
Daily Reports	
Gin Performance Summary **Reports → Gin Management**	Year to date summary of GIN activity.
Weekly Reports	
Missing Bale Report	See above
Class Data Exception **Reports → Bale**	Identifies bales without classing.
Warehouse Exception **Reports → Bale**	Identifies bales without warehouse data.
Bale Summary by Owner/Farm/Field **Reports → Bale**	Summary report sorted by owner