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.
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.
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:

- Remark Code Descriptions
  - Code #1: SHIP2
  - Code #2: SPEC
  - Code #3: COND
  - Code #4: 
  - Code #5: 

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 icon.

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.

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

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 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.

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