

Cotton Flow Reporting Cheat Sheet

The warehouse MUST be scheduling orders ("scheduled date") for any of this to work. This can either be done via the shipping order calendar or by being keyed in on the shipping order itself. They must also be entering "ready dates" as soon as each order is staged and ready for pickup. You must also be running the latest version of the eCotton Warehouse System.

Regardless of whether you are a state or federally licensed warehouse, if you store CCC cotton you MUST fill out the Cotton Flow Report weekly (each Monday morning). The reporting period is always Sunday through Saturday. The report will not make much sense unless the warehouse is running an EWR Reconciliation report at some point during the week to make sure everything reconciles correctly with the EWR Provider System.

Create ALL possible electronic receipts for bales that are waiting to be receipted (on the satellite screen) prior to each Saturday night, so that the EWR provider's report will be in sync with your Warehouse System.

To obtain the totals for the report:

- Start the eCotton Warehouse System.
- Go to the Audit menu, then choose Weekly Cotton Flow Report.
- Click the Generate button, and wait for the program to calculate the totals.
- If you want to see how any of the numbers were arrived at, you can click the View Details button next to that number.
- Make sure you are connected to the Internet, and click the Send button. This will actually transmit the report to the EWR Provider System. There is no need to visit the website if you use the Send button.

The first time you use the Send button, you may be asked for your User ID and password. These are your "user ID" and "user password" as assigned on the EWR Provider System. If you do not already know this information, please call EWR, Inc. at (901)753-4951.