UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

For: Cotton State and County Offices

Modifications to Cotton eLDP System to Provide Manual Data Entry Option

Approved by: Acting Deputy Administrator, Farm Programs

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1 Overview

A Background

When entering an eLDP application into the web-based system, the use of a bale detail file listing gin tag numbers, and weights if applicable, is required. If a bale detail file is unavailable, County Offices cannot use the eLDP system, but must manually enter the bale data in APSS.

The eLDP system has been enhanced to provide the ability for County Offices to manually enter bale data when a bale detail file is unavailable. This option enables the County Office user to enter the bale data directly into the eLDP system without having to build the file in the cotton PC software first.

Important: If a bale data file is provided by the producer, this option will **not** be used.

B Purpose

This notice informs State and County Offices of:

- modifications to the eLDP process to enable the manual entry of bale data
- instructions for entering data.

C Contact

State Offices shall direct questions about this notice to Julie Floriani by either of the following:

- e-mail to **julie.floriani@wdc.usda.gov**
- telephone at 202-720-8374.

Disposal Date	Distribution
May 1, 2008	Cotton State Offices; State Offices relay to applicable County Offices

2   eLDP Modifications

A   Manual Data Entry

The eLDP system has been enhanced to provide the option to manually enter bale data directly into the eLDP application when a bale detail file is unavailable. This option:

- requires the use of a State Office-issued password

- provides the option to build the file as:

   - EWR file that only requires entry of the gin tag number
   - non-EWR file that requires the entry of gin tag number and bale weight

- provides auto-fill capability.

   Note: This option **shall only be used** if a bale data file **cannot** be provided.

3   Entering Bale Data

A   Invoking Manual Entry Option

Cotton eLDP has been modified to add the question, "Is Manual Bale Entry?", on Screen ID eLDPCOTTONAPPL01. To invoke the manual entry option, County Office users shall answer "Yes" by clicking on the applicable radio button. A pop-up box will then be displayed that prompts the user to enter a State Office-issued password.

After the password is entered, users shall enter or select the following:

- type of eLDP

- applicable dates according to type of eLDP

- location, which is optional

- farm number, which is optional

- EWR or non-EWR file

- producer name

- gin code

- warehouse code for storing location

   Note: If not stored in warehouse, ENTER "999999".

3   Entering Bale Data (Continued)

    A   Invoking Manual Entry Option (Continued)

- total number of bales

- starting gin tag number

- gin tag increment (defaulted to "0").

Note: The file sequence number will be automatically assigned.

After all data is entered, CLICK "Continue" to proceed to Screen ID eLDPCOTTONAPPL02A.

    B   eLDP File Type

The manual data entry option allows the user to build the following eLDP file types:

- EWR file that requires **both** the classing record and electronic warehouse receipt
- non-EWR file that **only** requires the classing record.

Note: The EWR file type shall be selected **only** if EWR's have been submitted to the Cotton Online Processing System (COPS) for processing. If this is unknown, users may query COPS to verify that EWR's were submitted or build a non-EWR file that does not require EWR.

    C   Building EWR File

For EWR files, the user will only enter the gin tag number on Screen ID eLDPCOTTONAPPL02A. COPS will search for both the classing record and corresponding EWR. If **both** records are:

- found, the process will continue
- **not** found, file will be returned with invalid bales.

Users have the following options:

- save the EWR file and resubmit at a later time
- delete invalid bales and continue to process eLDP for valid bales.

If EWR's are never submitted to COPS for processing, the user must create a **new**, non-EWR file for processing. An EWR file type **cannot** be changed to a non-EWR file.

3   Entering Bale Data (Continued)

D   Building Non-EWR File

For non-EWR files, the user shall enter the following data on Screen ID eLDPCOTTONAPPL02A:

- gin tag number
- bale weight.

COPS will search for the corresponding classing record and EWR, if available. If EWR is:

- available, COPS will return the classing data, receipt number, and bale weight

    Note: The eLDP process will continue.

- **not** available, COPS will return the classing data. The eLDP process will continue using the bale weight entered by the user.

    Important: The non-EWR file type can be used for **all types** of eLDP's because the process continues with whichever records are available in COPS. The EWR file type can only be used if EWR is available.

E   Auto-Fill Capability

The manual entry option provides an auto-fill capability. This option is very similar to the capability provided in the cotton PC software.

The eLDP system will automatically fill the gin tag numbers according to the gin tag increment and starting gin tag number entered on Screen ID eLDPCOTTONAPPL01.

Examples: Entering "0" will leave all tag numbers blank.

Entering "1" will auto-fill each tag number using the sequence "1, 2, 3, 4, 5, 6, 7, 8, 9, etc."

Entering "2" will auto-fill every second tag number using the sequence "1, 3, 5, 7, 9, 11, etc."

Entering "3" will auto-fill every third tag number using the sequence "1, 4, 7,10, 13, etc."

3   Entering Bale Data (Continued)

E   Auto-Fill Capability (Continued)

To auto-fill, position the cursor in a "Gin Tag Number" field in which a gin tag number has been entered. CLICK "Update" and all "Gin Tag Number" fields following that field will be filled in sequence.

To auto-delete, position the cursor in a "Gin Tag Number" field. Delete all numbers from the field. CLICK "Update" and all "Gin Tag Number" fields following that field will be cleared.

F   Screen Options

Screen ID eLDPCOTTONAPPL02A provides the following options.

Option	Description
Done	CLICK "Done" to: • complete the Manual Bale Entry operation • advance to the Cotton Bale Data Verify Screen.
Save Bales	CLICK "Save Bales" to save the bale entry information on the local drive. The File Save Dialogue Screen will display for the purpose of entering the bale data file name that will be defaulted to the file sequence number assigned by the system. To: • continue processing, CLICK "Done" • end processing, CLICK "Cancel" to delete the application. **Note:** The data file is still available for a subsequent eLDP.
Back	CLICK "Back" to take the user back to the Cotton Bale Data Verify Screen.
Cancel	CLICK "Cancel" to: • **erase** all information from the application • return to the Application Menu. However, if the file was saved before taking this option, it can be used for a subsequent eLDP.

4   Manual Entry Screens

A   Screen ID eLDPCOTTONAPPL01

The following is an example of Screen ID eLDPCOTTONAPPL01.

B   Screen ID eLDPCOTTONAPPL02A

The following is an example of Screen ID eLDPCOTTONAPPL02A.