



eCotton Product Documentation

Basic GIN Functions

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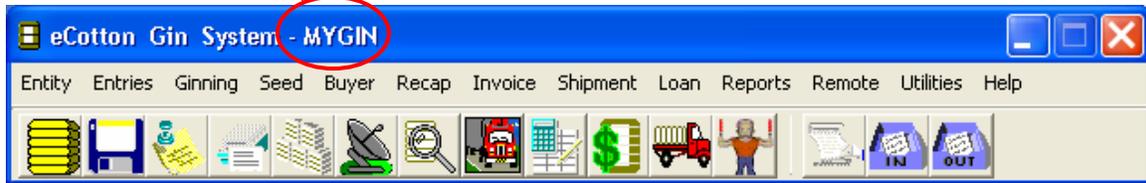
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Begin New Season

(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.

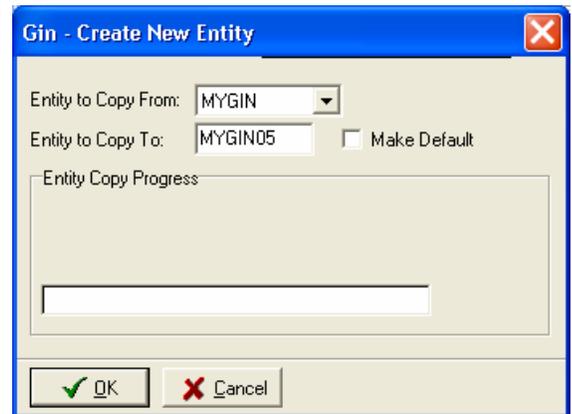
Make a copy of the entity. Follow the instructions below.

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.

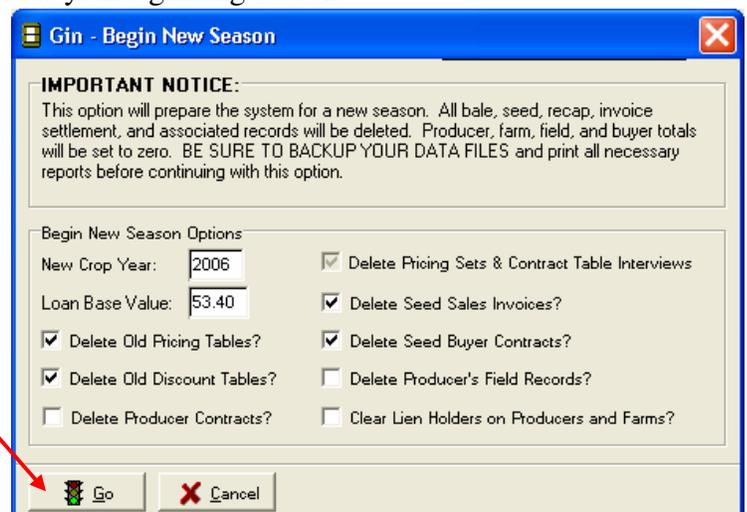
Assuming MYGIN is the current entity.

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.

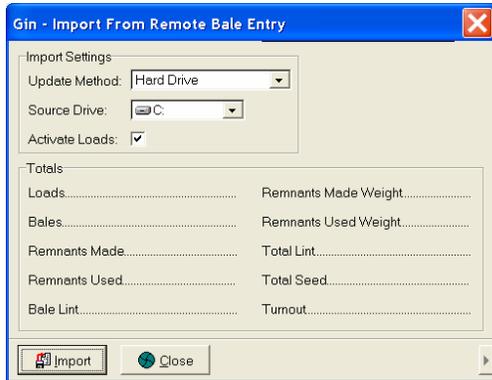
During installation, the eCotton programs are placed inside the programs folder which appears on your desktop. Double-click this icon and then double-click the GIN System icon.



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.



Report View

DEMO Gin (DEMO)
Updated Remote Bale Entry Report

Load#:	Gin Bale	Gross	Tare	Net	Seed	Elapsed Time	Turnout:
16.0	Producer ID:	PROD2	Bales:	14	Turnout:	33.42	
2046791	413	5	406	571	00:00:16		
2046792	477	5	472	661	00:00:03		
2046793	458	5	453	634	00:00:02		
2046794	452	5	447	626	00:00:02		
2046795	462	5	457	640	00:00:02		
2046796	483	5	478	669	00:00:02		
2046797	470	5	465	651	00:00:03		
2046798	482	5	477	668	00:00:02		
2046799	486	5	481	673	00:00:02		
2046800	490	5	485	679	00:00:03		
2046801	482	5	477	668	00:00:02		
2046802	465	5	460	644	00:00:02		
2046803	451	5	446	624	00:00:03		
2046804	482	5	477	668	00:00:02		
Bales: 14 Gross: 6553 AvgGr: 468 Net: 6483 Seed: 9076 AvgSd: 648 AvgSecs: 3							
2.0	Producer ID:	PROD1	Bales:	13	Turnout:	0.00	
2046805	463	5	458	641	00:00:15		
2046806	469	5	464	650	00:00:04		
2046807	457	5	452	633	00:00:06		
2046808	475	5	470	658	00:00:03		
2046809	512	5	507	710	00:00:03		
2046810	484	5	479	671	00:00:02		
2046811	475	5	470	658	00:00:02		
2046812	484	5	479	671	00:00:02		
2046813	470	5	465	651	00:00:03		
2046814	491	5	486	680	00:00:02		
2046815	477	5	472	661	00:00:02		
2046816	474	5	469	657	00:00:02		
2046817	463	5	458	641	00:00:03		
Bales: 13 Gross: 6194 AvgGr: 476 Net: 6129 Seed: 8582 AvgSd: 660 AvgSecs: 4							
3.0	Producer ID:	PROD2	Bales:	14	Turnout:	33.26	
2046818	499	5	494	692	00:00:03		
2046819	466	5	461	645	00:00:02		
2046820	479	5	474	664	00:00:02		
2046821	463	5	458	641	00:00:02		
2046822	470	5	465	651	00:00:02		
2046823	465	5	460	644	00:00:03		

Print Close 1/7

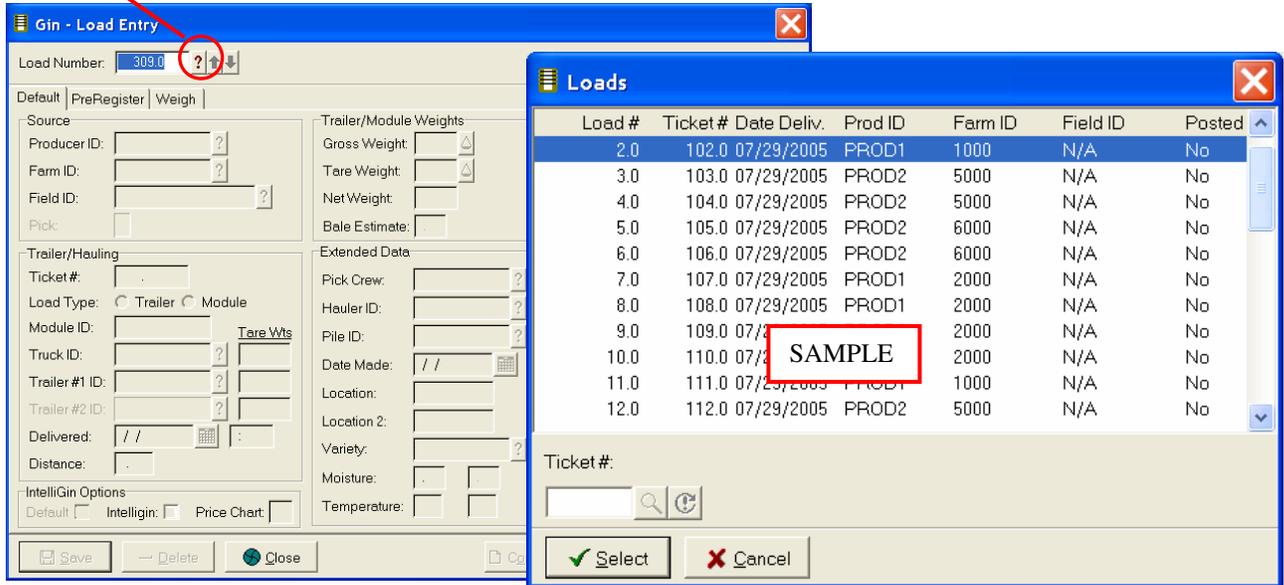
Select Import and print the Updated Remote Bale Entry Report.

- 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.

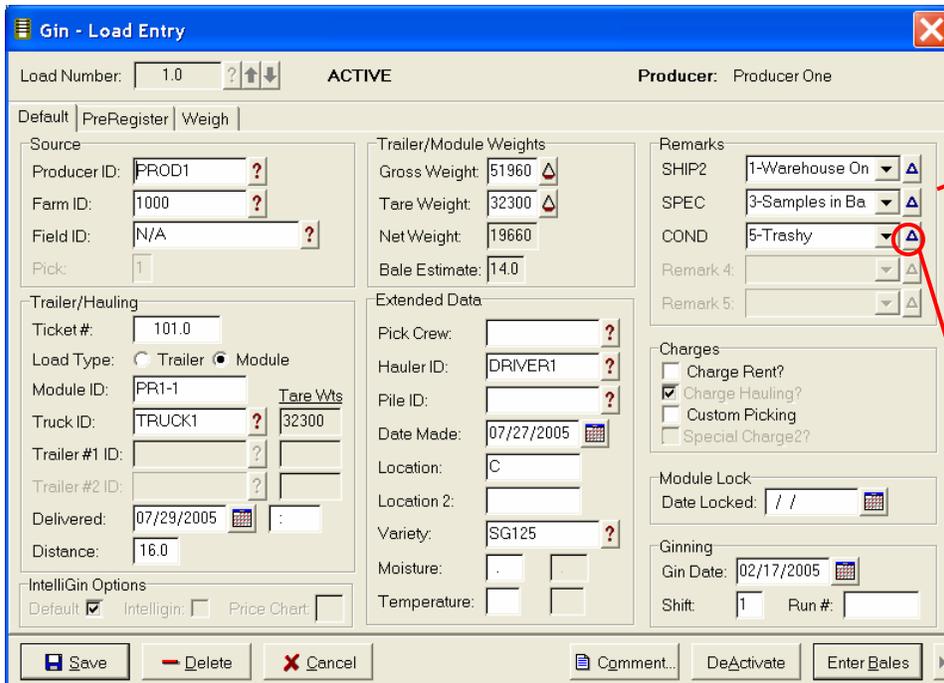
If not using the Remote Bale Entry program, enter the bales manually. Click on the enter loads and bales icon.



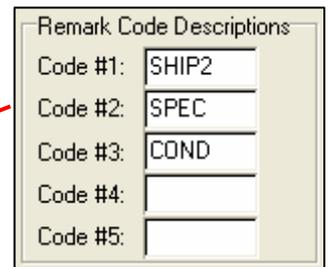
Type a load number and press the TAB key to enter a new load or use the question mark to locate a previously entered load.



With a load open, enter the required information on this screen and click on the Enter Bales button at the lower right corner.

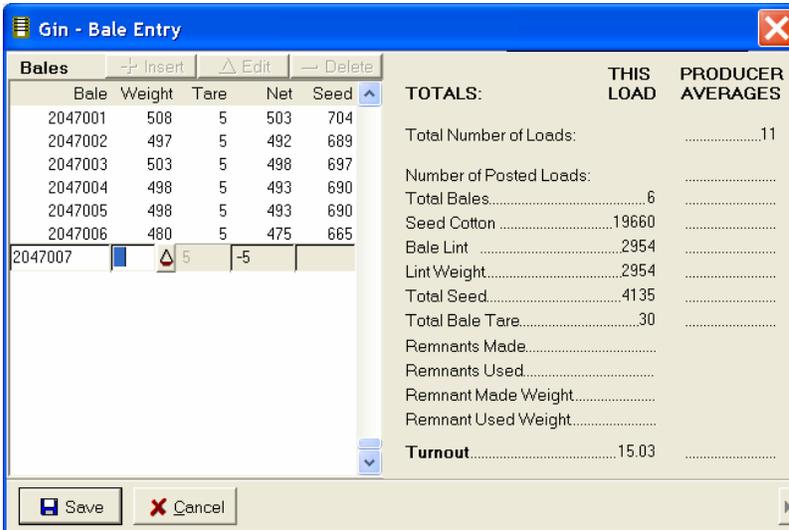


In System Parameters....



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.

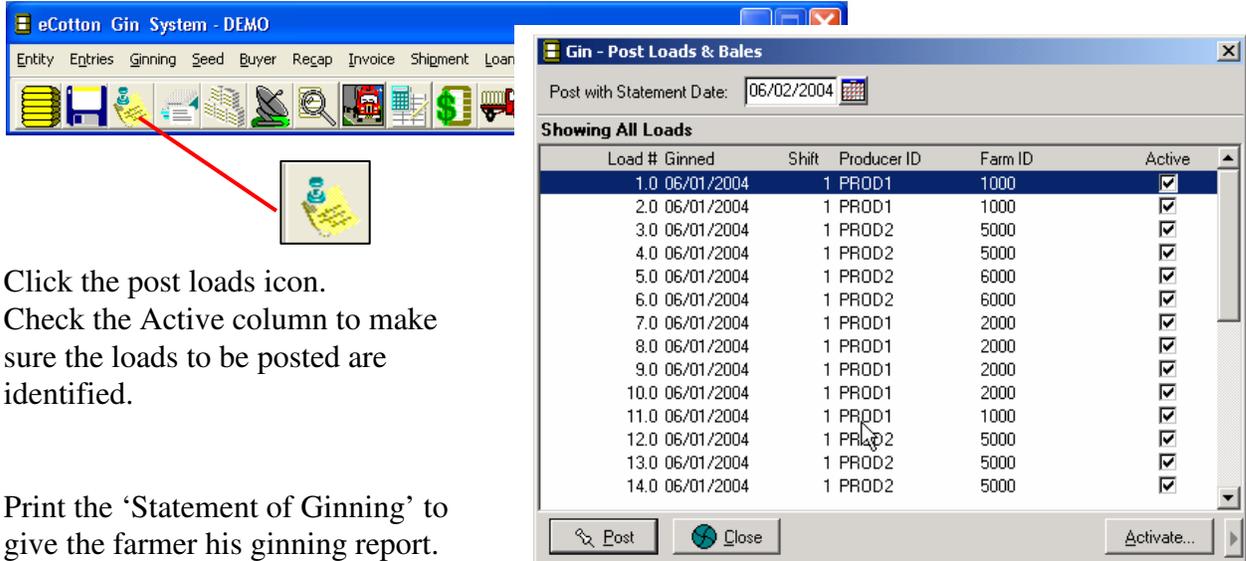
Bale numbering is automatic if set up in system parameters to do so. All that is needed is to enter the weight. Press the ESC button to finish entering bales. Click Save when all bales for this load are entered.



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.

- by Load...
- by Producer...
- by Run...
- by Farm...
- by Farm & Pick...

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:

Inbound Layout: ? Revert
 USDA Classing
 Add to "Custom Inbound" Menu
 Print updated report?
 Filespec: Browse...
 Save as Default Revert to Default
 Processing

	File	Total
Records Processed		
Records Updated		

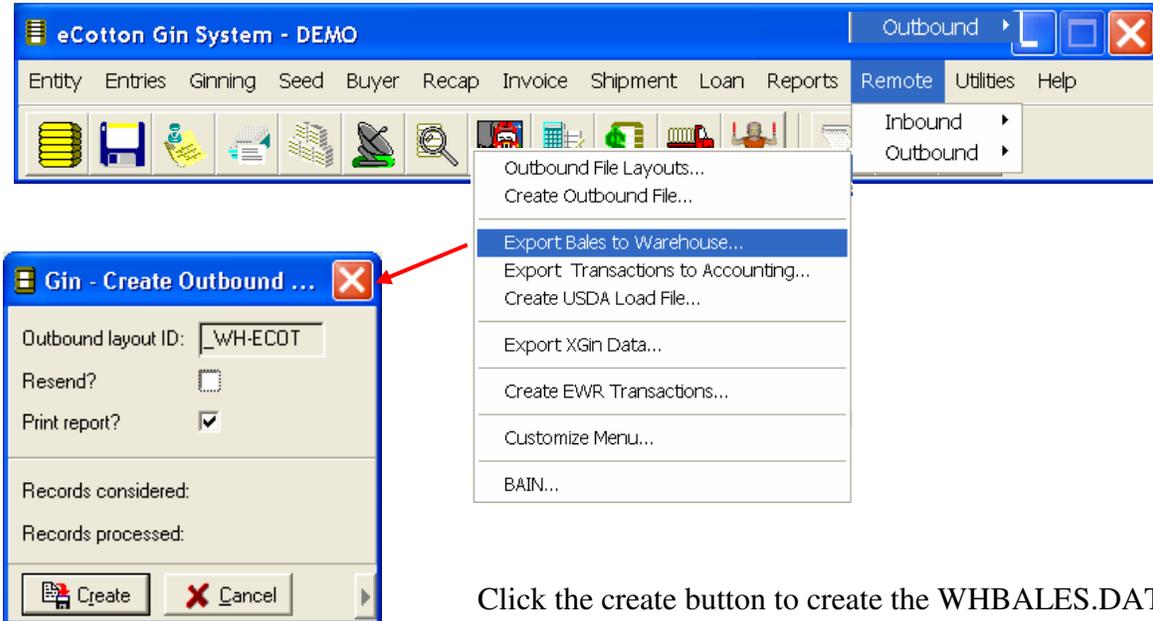
 Current File:

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

Task	Date	Time	Status	Origin
Producer One	2048826	05/23/2004	31 3 36 4.4	26 1 31+ 750 9 111 790 0- Origin 1- Upland 56 6500
Producer One	2048827	05/23/2004	31 3 33 4.4	26 2 31+ 750 9 103 810 0- Origin 1- Upland 51 3000
Producer One	2048828	05/23/2004	31 3 33 4.3	26 3 31+ 750 9 2 05 810 0- Origin 1- Upland 51 4000
Producer One	2048829	05/23/2004	31 3 33 4.5	26 1 31+ 750 9 2 04 810 0- Origin 1- Upland 52 2000
Producer One	2048830	05/23/2004	31 3 34 4.5	26 3 31+ 750 9 2 04 810 0- Origin 1- Upland 52 2000
Producer One	2048831	05/23/2004	31 3 34 4.5	26 7 31+ 750 9 2 07 810 0- Origin 1- Upland 56 2000
Producer One	2048832	05/23/2004	31 3 33 4.5	26 3 31+ 750 9 103 810 0- Origin 1- Upland 52 2000
Producer One	2048833	05/23/2004	31 3 33 4.4	26 3 31+ 750 9 103 810 0- Origin 1- Upland 52 2000
Producer One	2048834	05/23/2004	31 3 33 4.5	26 2 31+ 740 9 1 03 810 0- Origin 1- Upland 52 2000
Producer One	2048835	05/23/2004	31 3 34 4.3	26 5 31+ 750 9 105 820 0- Origin 1- Upland 56 2000
Producer One	2048836	05/23/2004	31 3 34 4.3	26 2 31+ 740 9 1 03 810 0- Origin 1- Upland 52 2000
Producer One	2048837	05/23/2004	32 3 34 4.4	26 1 31+ 740 9 105 810 0- Origin 1- Upland 53 3000
Producer One	2048838	05/23/2004	41 3 34 4.3	26 9 41+ 740 8 5 05 820 0- Origin 1- Upland 54 2000
Producer One	2048839	05/23/2004	41 3 34 4.3	26 7 41+ 730 8 7 05 820 0- Origin 1- Upland 54 3000
Producer One	2048840	05/23/2004	42 3 34 4.3	26 3 41+ 740 8 4 06 820 0- Origin 1- Upland 51 6000
Producer One	2048841	05/23/2004	31 2 34 4.3	26 3 31+ 740 8 8 07 830 0- Origin 1- Upland 56 4000
Producer One	2048842	05/23/2004	31 2 34 4.3	26 3 31+ 740 8 9 06 820 0- Origin 1- Upland 56 2000
Producer One	2048843	05/23/2004	41 3 34 4.2	26 3 41+ 710 9 0 07 830 0- Origin 1- Upland 54 4000
Producer One	2048844	05/23/2004	41 3 34 4.3	26 7 41+ 720 9 0 05 810 0- Origin 1- Upland 51 3000
Producer One	2048845	05/23/2004	41 3 34 4.2	26 8 41+ 710 9 1 05 800 0- Origin 1- Upland 54 0000
Producer One	2048846	05/23/2004	41 3 35 4.3	26 4 41+ 710 9 1 05 800 0- Origin 1- Upland 51 3000
Producer One	2048847	05/23/2004	31 3 34 4.3	26 5 41+ 730 8 7 05 820 0- Origin 1- Upland 56 2000
Producer One	2048848	05/23/2004	41 3 35 4.4	26 9 41+ 720 9 1 08 820 0- Origin 1- Upland 51 0000
Producer One	2048849	05/23/2004	41 3 35 4.4	26 4 41+ 710 9 1 108 820 0- Origin 1- Upland 56 3000
Producer One	2048850	05/23/2004	42 3 35 4.4	26 9 42+ 710 9 2 109 820 0- Origin 1- Upland 52 0000
Producer One	2048851	05/23/2004	31 3 34 4.4	26 5 31+ 760 8 8 05 820 0- Origin 1- Upland 56 2000
Producer One	2048852	05/23/2004	31 2 34 4.4	26 1 31+ 750 8 7 07 820 0- Origin 1- Upland 56 2000
Producer One	2048853	05/23/2004	31 3 34 4.5	26 3 31+ 760 8 9 06 820 0- Origin 1- Upland 56 2000
Producer One	2048854	05/23/2004	41 3 33 4.3	26 3 41+ 710 9 1 04 820 0- Origin 1- Upland 51 4000
Producer One	2048855	05/23/2004	31 2 34 4.4	26 5 31+ 760 8 8 08 820 0- Origin 1- Upland 56 6000
Producer One	2048856	05/23/2004	31 2 35 4.4	26 5 31+ 760 8 8 08 820 0- Origin 1- Upland 56 6000
Producer One	2048857	05/23/2004	41 3 34 4.4	26 5 41+ 720 9 2 105 820 0- Origin 1- Upland 54 0000
Producer One	2048858	05/23/2004	41 3 34 4.3	26 7 41+ 720 8 5 103 810 0- Origin 1- Upland 52 2000
Producer One	2048859	05/23/2004	41 3 34 4.4	26 1 41+ 740 8 8 105 810 0- Origin 1- Upland 56 2000
Producer One	2048860	05/23/2004	41 3 34 4.4	26 3 41+ 740 8 4 105 820 0- Origin 1- Upland 51 0000
Producer One	2048861	05/23/2004	41 3 34 4.4	26 3 41+ 730 8 8 07 810 0- Origin 1- Upland 54 2000
Producer One	2048862	05/23/2004	31 3 34 4.5	26 3 31+ 740 8 8 08 810 0- Origin 1- Upland 56 2000
Producer One	2048863	05/23/2004	41 3 33 4.5	26 1 41+ 730 8 9 104 810 0- Origin 1- Upland 51 4000
Producer One	2048864	05/23/2004	31 3 34 4.5	26 5 31+ 740 8 9 105 800 0- Origin 1- Upland 52 2000
Producer One	2048865	05/23/2004	32 3 34 4.5	26 3 31+ 740 8 9 107 810 0- Origin 1- Upland 52 3000
Producer One	2048866	05/23/2004	31 3 34 4.5	26 1 31+ 740 8 9 104 820 0- Origin 1- Upland 52 2000
Producer One	2048867	05/23/2004	32 3 34 4.5	26 1 31+ 740 8 9 104 820 0- Origin 1- Upland 52 2000
Producer One	2048868	05/23/2004	32 3 34 4.5	26 1 31+ 740 8 9 104 820 0- Origin 1- Upland 52 2000
Producer One	2048869	05/23/2004	32 3 34 4.5	26 1 31+ 740 8 9 104 820 0- Origin 1- Upland 52 2000
Producer One	2048870	05/23/2004	32 3 34 4.5	26 1 31+ 740 8 9 104 820 0- Origin 1- Upland 52 2000
Producer One	2048871	05/23/2004	32 3 34 4.5	26 1 31+ 740 8 9 104 820 0- Origin 1- Upland 52 2000
Producer One	2048872	05/23/2004	32 3 34 4.5	26 1 31+ 740 8 9 104 820 0- Origin 1- Upland 52 2000
Producer One	2048873	05/23/2004	32 3 34 4.5	26 1 31+ 740 8 9 104 820 0- Origin 1- Upland 52 2000
Producer One	2048874	05/23/2004	32 3 34 4.5	26 1 31+ 740 8 9 104 820 0- Origin 1- Upland 52 2000
Producer One	2048875	05/23/2004	32 3 34 4.5	26 1 31+ 740 8 9 104 820 0- Origin 1- Upland 52 2000
Producer One	2048876	05/23/2004	32 3 34 4.5	26 1 31+ 740 8 9 104 820 0- Origin 1- Upland 52 2000
Producer One	2048877	05/23/2004	32 3 34 4.5	26 1 31+ 740 8 9 104 820 0- Origin 1- Upland 52 2000
Producer One	2048878	05/23/2004	32 3 34 4.5	26 1 31+ 740 8 9 104 820 0- Origin 1- Upland 52 2000
Producer One	2048879	05/23/2004	32 3 34 4.5	26 1 31+ 740 8 9 104 820 0- Origin 1- Upland 52 2000
Producer One	2048880	05/23/2004	32 3 34 4.5	26 1 31+ 740 8 9 104 820 0- Origin 1- Upland 52 2000
Producer One	2048881	05/23/2004	32 3 34 4.5	26 1 31+ 740 8 9 104 820 0- Origin 1- Upland 52 2000
Producer One	2048882	05/23/2004	32 3 34 4.5	26 1 31+ 740 8 9 104 820 0- Origin 1- Upland 52 2000
Producer One	2048883	05/23/2004	32 3 34 4.5	26 1 31+ 740 8 9 104 820 0- Origin 1- Upland 52 2000
Producer One	2048884	05/23/2004	32 3 34 4.5	26 1 31+ 740 8 9 104 820 0- Origin 1- Upland 52 2000
Producer One	2048885	05/23/2004	32 3 34 4.5	26 1 31+ 740 8 9 104 820 0- Origin 1- Upland 52 2000
Producer One	2048886	05/23/2004	32 3 34 4.5	26 1 31+ 740 8 9 104 820 0- Origin 1- Upland 52 2000
Producer One	2048887	05/23/2004	32 3 34 4.5	26 1 31+ 740 8 9 104 820 0- Origin 1- Upland 52 2000
Producer One	2048888	05/23/2004	32 3 34 4.5	26 1 31+ 740 8 9 104 820 0- Origin 1- Upland 52 2000
Producer One	2048889	05/23/2004	32 3 34 4.5	26 1 31+ 740 8 9 104 820 0- Origin 1- Upland 52 2000
Producer One	2048890	05/23/2004	32 3 34 4.5	26 1 31+ 740 8 9 104 820 0- Origin 1- Upland 52 2000
Producer One	2048891	05/23/2004	32 3 34 4.5	26 1 31+ 740 8 9 104 820 0- Origin 1- Upland 52 2000
Producer One	2048892	05/23/2004	32 3 34 4.5	26 1 31+ 740 8 9 104 820 0- Origin 1- Upland 52 2000
Producer One	2048893	05/23/2004	32 3 34 4.5	26 1 31+ 740 8 9 104 820 0- Origin 1- Upland 52 2000
Producer One	2048894	05/23/2004	32 3 34 4.5	26 1 31+ 740 8 9 104 820 0- Origin 1- Upland 52 2000
Producer One	2048895	05/23/2004	32 3 34 4.5	26 1 31+ 740 8 9 104 820 0- Origin 1- Upland 52 2000
Producer One	2048896	05/23/2004	32 3 34 4.5	26 1 31+ 740 8 9 104 820 0- Origin 1- Upland 52 2000
Producer One	2048897	05/23/2004	32 3 34 4.5	26 1 31+ 740 8 9 104 820 0- Origin 1- Upland 52 2000
Producer One	2048898	05/23/2004	32 3 34 4.5	26 1 31+ 740 8 9 104 820 0- Origin 1- Upland 52 2000
Producer One	2048899	05/23/2004	32 3 34 4.5	26 1 31+ 740 8 9 104 820 0- Origin 1- Upland 52 2000
Producer One	2048900	05/23/2004	32 3 34 4.5	26 1 31+ 740 8 9 104 820 0- Origin 1- Upland 52 2000

Export Bales to *Your* Warehouse

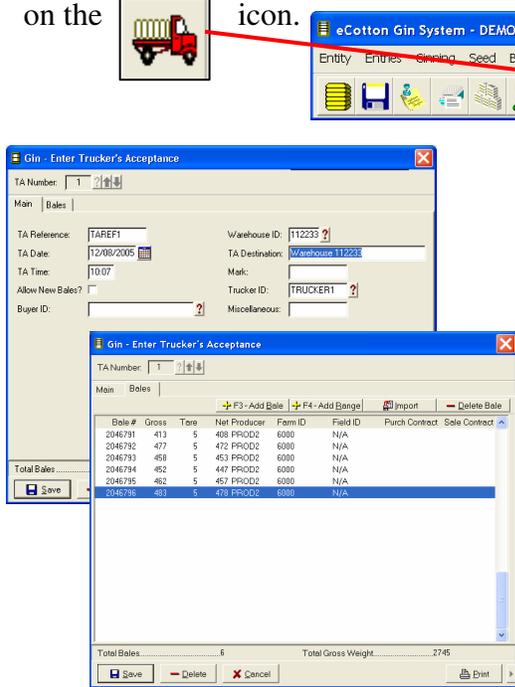
Now that the bales are loaded, moved (if necessary), and posted, export the bales to the Windows Warehouse system. Click on **Remote** → **Outbound** → **Export Bales to Warehouse**.



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.



Gin - Enter Trucker's Acceptance

TA Number: 1
 Warehouse ID: 112233
 TA Date: 12/09/2005
 TA Destination: Warehouse 112233
 TA Time: 10:07
 Mark:
 Trucker ID: TRUCKERT
 Allow New Bales?
 Buyer ID:
 Miscellaneous:

Bale #	Gross	Tr	Net	Net Producer	Farm ID	Field ID	Purch Contract	Sale Contract
2046791	413	5	408	PRODD	6000	N/A		
2046792	477	5	472	PRODD	6000	N/A		
2046793	458	5	453	PRODD	6000	N/A		
2046794	452	5	447	PRODD	6000	N/A		
2046795	462	5	457	PRODD	6000	N/A		
2046796	483	5	478	PRODD	6000	N/A		

Total Bales: 6 Total Gross Weight: 2745

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

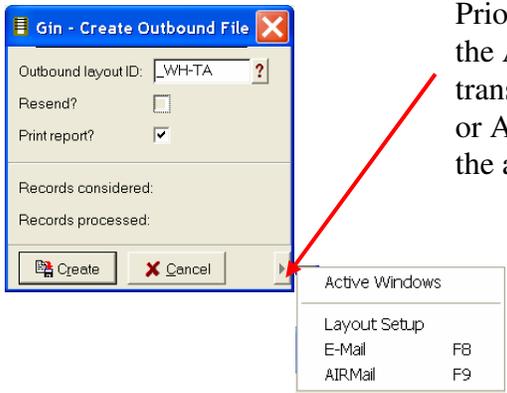
GinBale	Gross	Tr	Net												
2046791	413	5	408	2046793	458	5	453	2046795	462	5	457				
2046792	477	5	472	2046794	452	5	447	2046796	483	5	478				

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.



Gin - Create Outbound File

Outbound layout ID: _WH-TA ?
 Resend?
 Print report?
 Records considered:
 Records processed:

Create Cancel

- Active Windows
- Layout Setup
- E-Mail F8
- AIRMail F9

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.

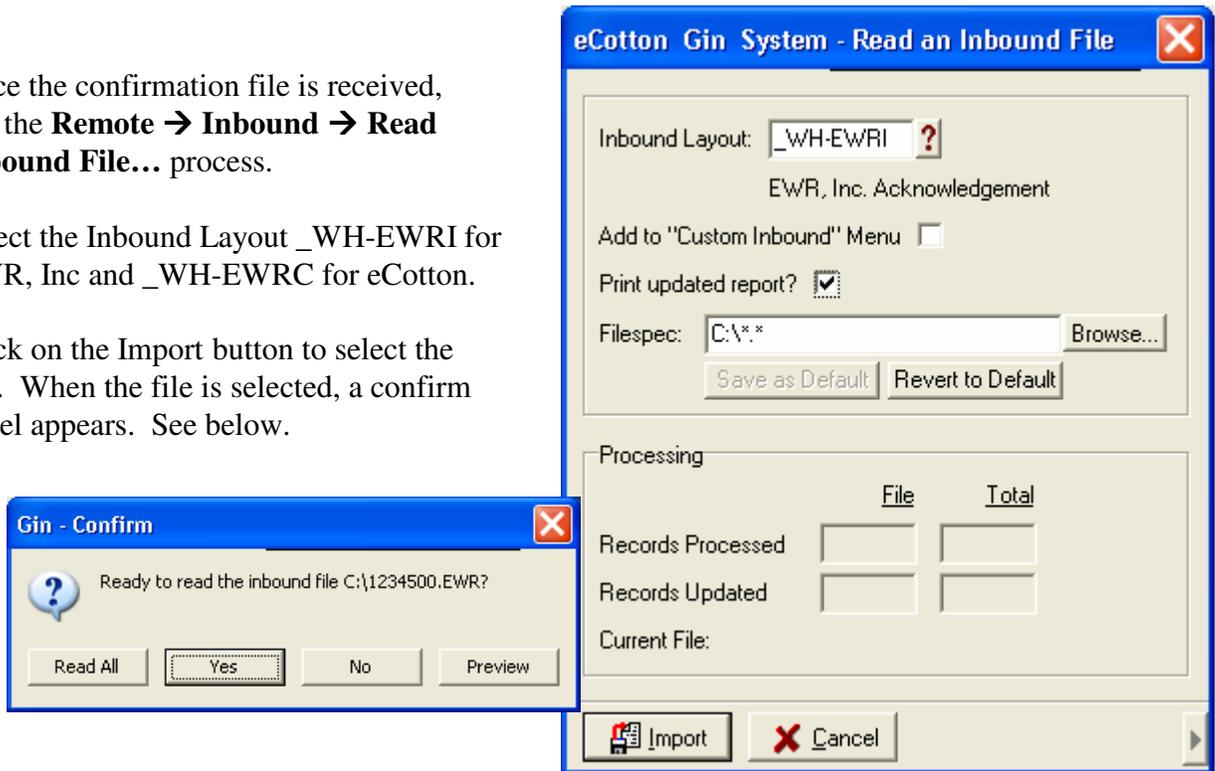
A confirmation file is delivered to the GIN via EWRPlus or VECTOR.

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.

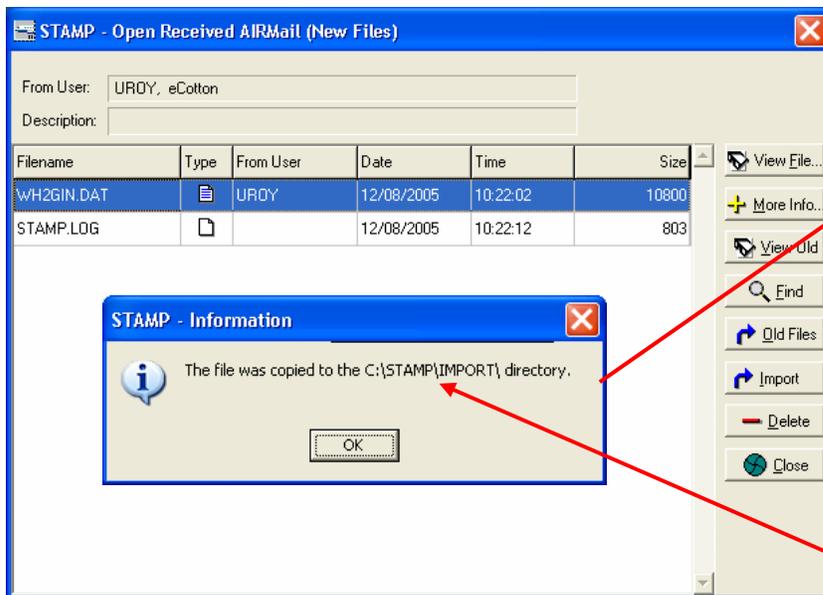
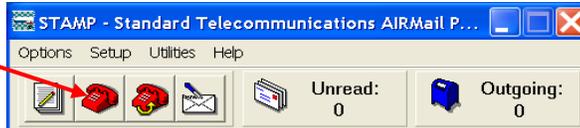
If responsible for creating Loan or LDP files, be sure to do so **prior** to processing buyer bales to send data to buyers.

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.

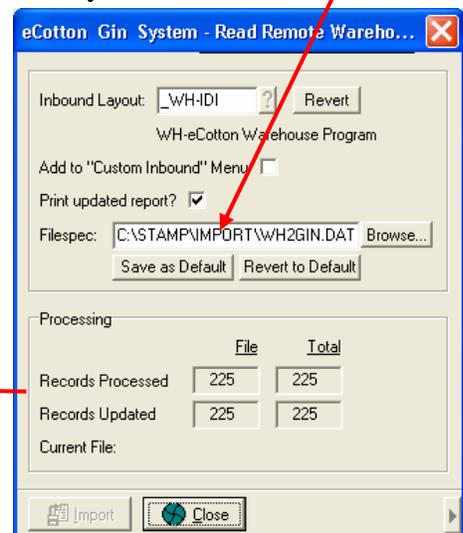
Once the file is on your PC or server, import the data into the Gin system.

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.

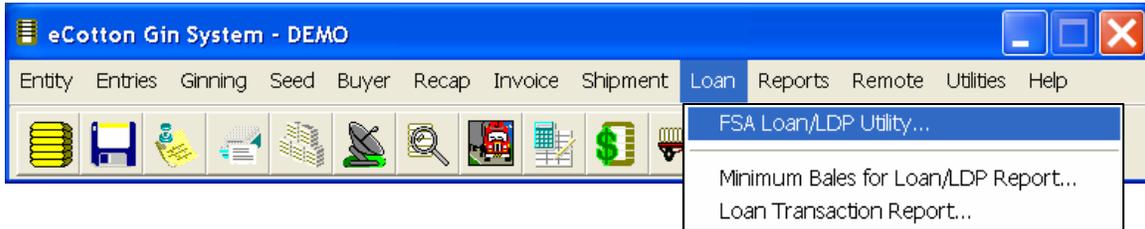
When the Filespec is identified, click the Import button.

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.

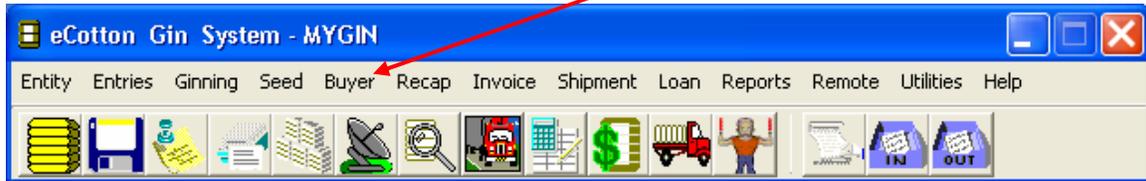
Gin Bale	Wh Bale	Weight Status	Reason
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These are additional SAVE actions that are executed when the Save button is clicked. Three actions are taken. The file is 1) created on your hard drive and 2) automatically emailed to the FSA office and 3) the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

Buyer Process

Enter Buyer Contracts

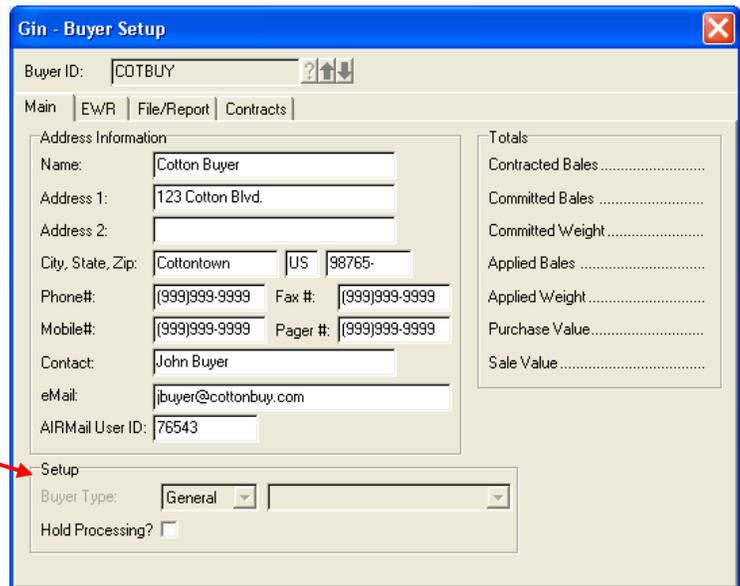
Set up the buyers you do business with. Click on **Buyer** → **Buyer Setup**.



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

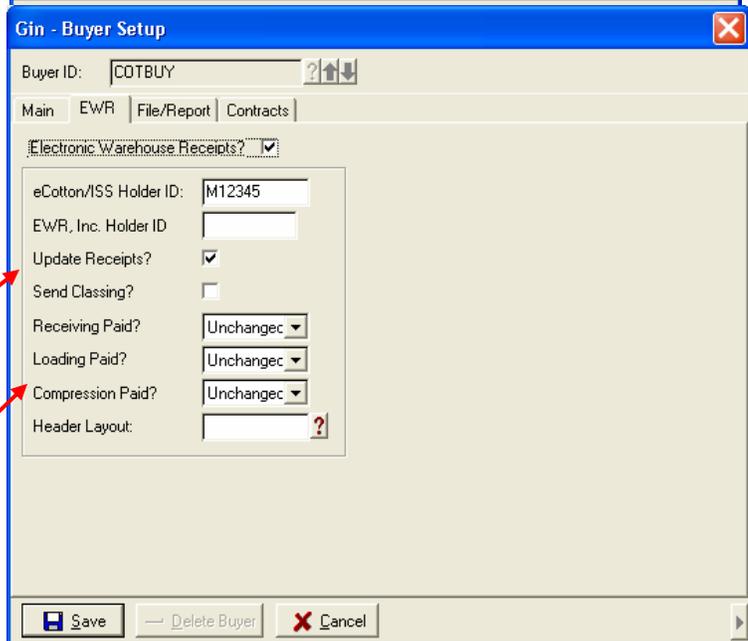
Click on the EWR tab.

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.

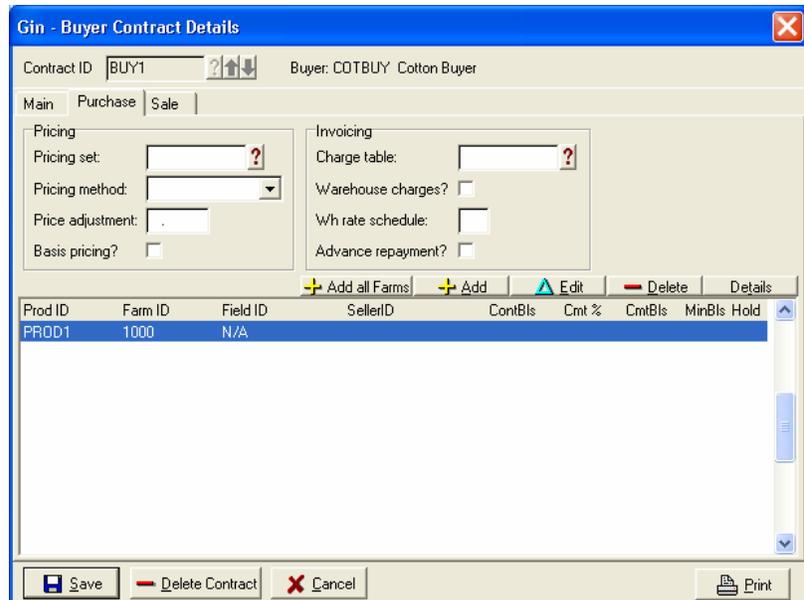
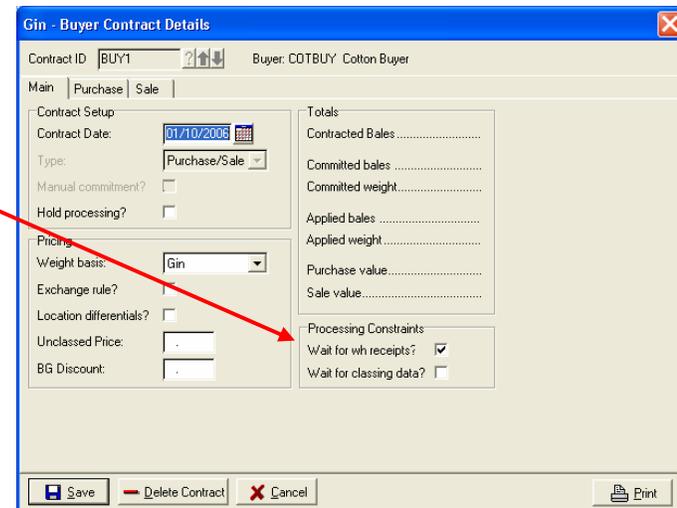
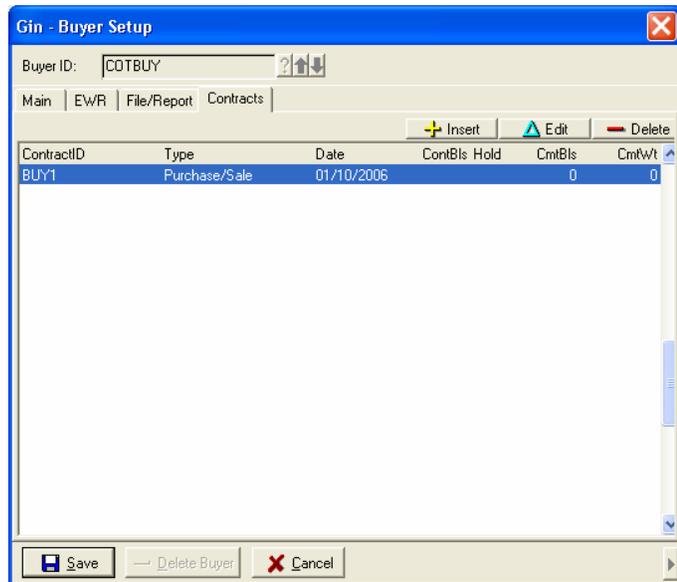
Click on the Purchase tab to enter the contract details.

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

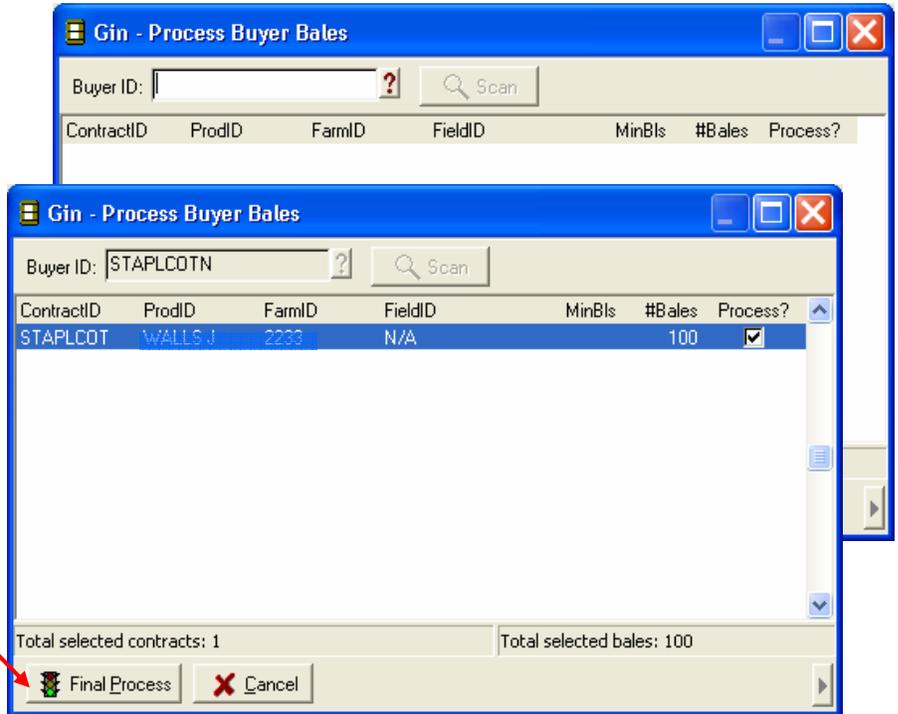
Click **Buyer** → **Process Buyer Bales**

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.

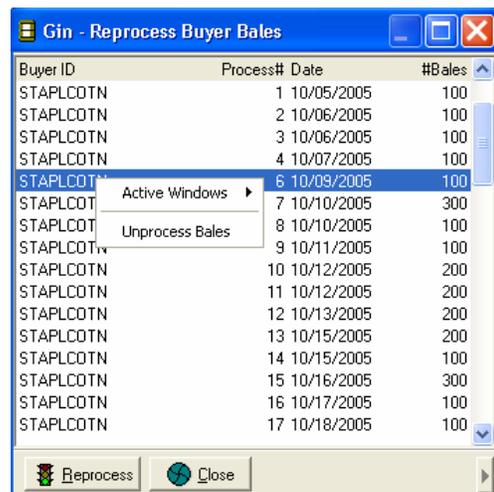
Click **Buyer** → **Reprocess Buyer Bales**

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.

Report Type	Description
Updated Remote Bale Entry Report	Generated when bales are imported from remote bale entry. <ul style="list-style-type: none">▪ 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... <ul style="list-style-type: none">▪ All eligible farms▪ Minimum exceeded▪ Minimum not exceeded

Daily Reports

Gin Performance Summary Reports → Gin Management	Year to date summary of GIN activity.
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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