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

Notice CN-1008

For: Cotton State and County Offices

Enhancements to Provide Cotton eLDP Correction Process

Approved by: Acting Deputy Administrator, Farm Programs

1 Overview

A Background

Notice PS-559 provided State and County offices with instructions for using the new eLDP correction process for all commodities except cotton.

eLDP software has been amended to enable cotton eLDP corrections.

B Purpose

This notice provides cotton State and County Offices with instructions on using the cotton eLDP correction process.

C Contact

State Offices shall direct questions about this notice to Julie Floriani by:

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

Disposal Date	Distribution
October 1, 2007	Cotton State Offices; State Offices relay to County Offices

2 eLDP System Enhancements

A eLDP System Enhancements

eLDP system has been enhanced to provide the capability for County Office users to correct or modify cotton eLDP applications as follows:

- allow the following modification/corrections:
    - delete 1 or more bales
    - revise producer shares
    - change eLDP type from warehouse to module lock-in, or vice versa
    - revise the following dates:
        - date documents received
        - ginning/loss of BI date
        - lock-in date
- will **not** allow the following:
    - add or delete producer
    - reduce producer share to zero
    - add bales
    - modify EWR records
    - re-access paid application to disburse unpaid producer amount because of denied market gain or ineligibility
- if the original eLDP payment:
    - has been signed, correction process will:
        - allow the user to re-access and correct the application
        - use existing NPS overpayment/underpayment process to create:
            - receivables when the modified/corrected eLDP amount is less than the original disbursement
            - payables when the modified/corrected eLDP amount is more than the original disbursement

              Note: Prompt payment interest will be issued, if applicable.

2 eLDP System Enhancements (Continued)

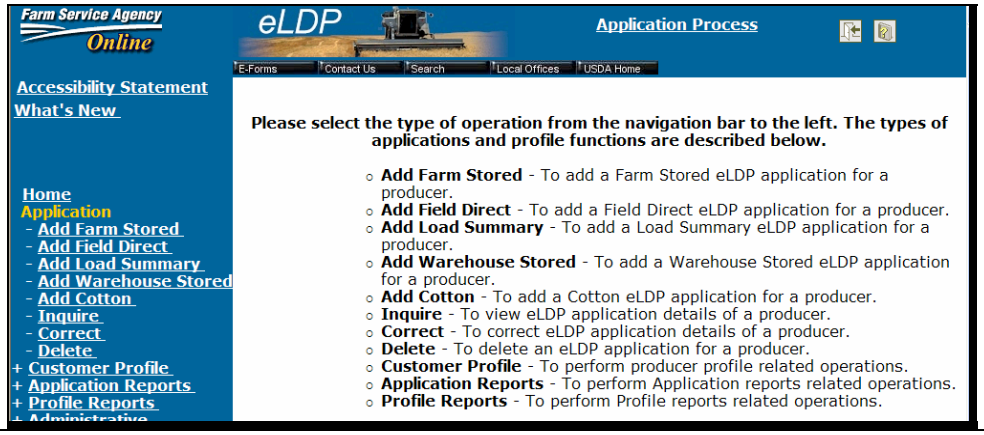
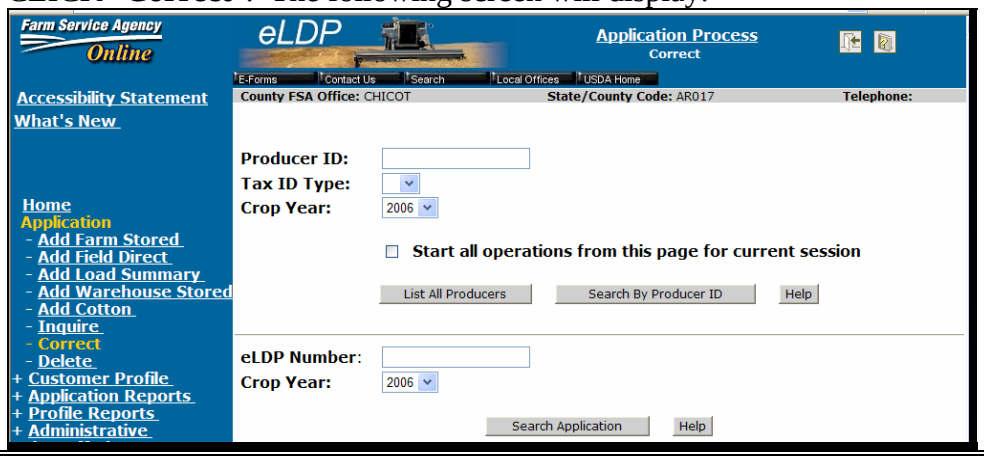
A eLDP System Enhancements (Continued)

- has **not** been signed, correction process will:
  - allow the user to re-access the application
  - automatically delete the original payable
  - accept modification or correction to the original application
  - submit the corrected/modified payable to NPS.

3 Processing Cotton eLDP Corrections

A Selecting Cotton eLDP For Correction

Select the cotton eLDP to be corrected according to the following table.

Step	Action
1	On the **Welcome to Price Support** Screen, use the drop-down box to select the producer's State and County.
2	On the eLDP Application Process Screen, CLICK "**Application**" in left menu bar. 
3	CLICK "**Correct**". The following screen will display. 

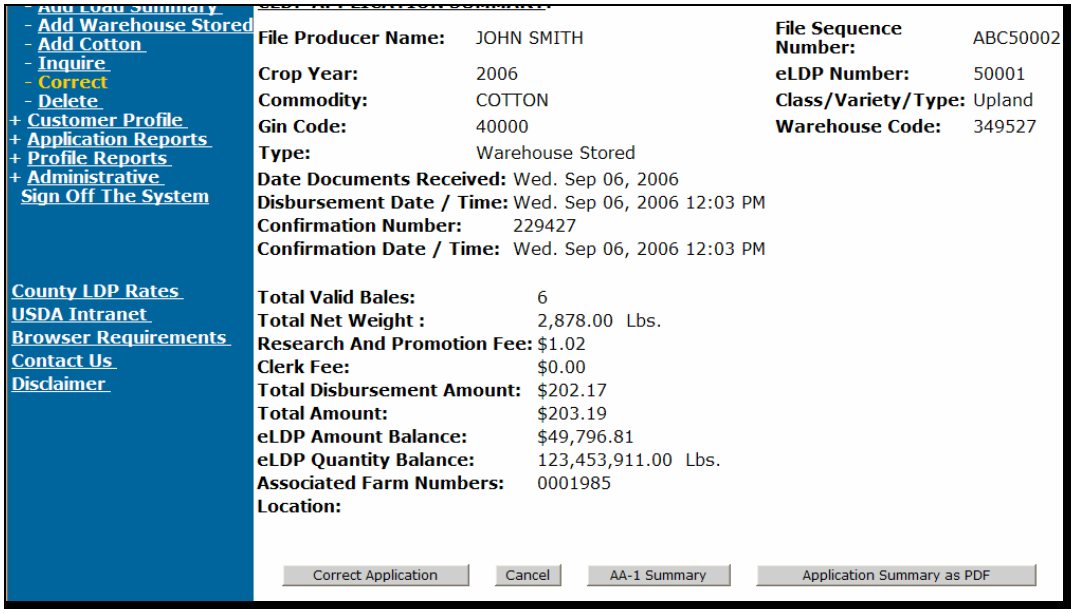
3 Processing Cotton eLDP Corrections (Continued)

A Selecting Cotton eLDP For Correction (Continued)

Step	Action	
4	Select the application to be corrected as follows:	
	TO select by...	**THEN follow these steps…**
	producer ID	• Enter the producer/entity ID number and type • CLICK "**Search by Producer ID**" • CLICK "**Next**" to proceed to application.
	list of producers and their applications	• CLICK "**List All Producers**" for a list of producers with applications • select the applicable producer • CLICK "**OK**"; all applications for the selected producer will be displayed • select the applicable application • CLICK "**OK**".
	eLDP number and crop year	• Enter eLDP number • Enter the crop year from the drop down box • CLICK "**Search Application**" • select the applicable application.

3 Processing Cotton eLDP Corrections (Continued)

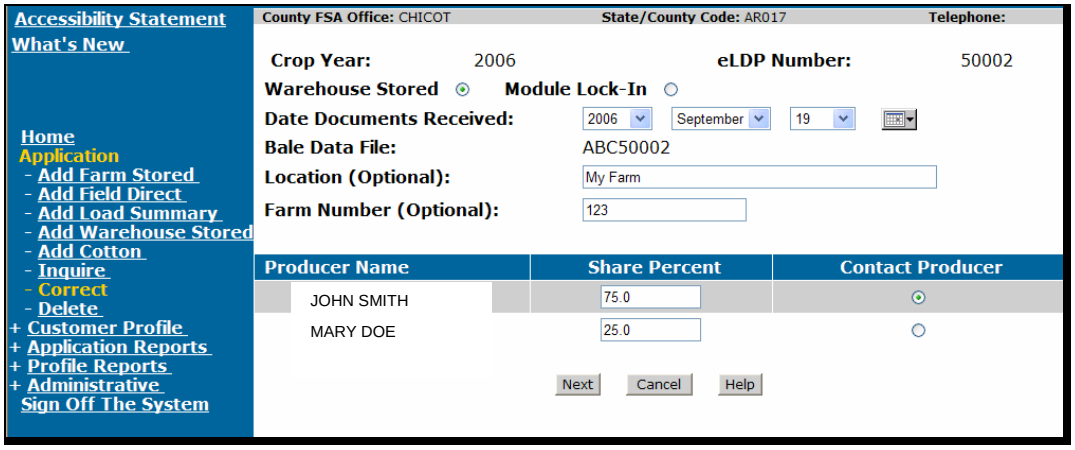
A Selecting Cotton eLDP For Correction (Continued)

Step	Action
5	The selected application will be displayed.  If the displayed application is: • the application to be corrected, CLICK "**Correct Application**" to begin the correction process • **not** the application to be corrected, CLICK "**Cancel**" and the user will be returned to the Application Process Screen.

3 Processing Cotton eLDP Corrections (Continued)

B Correcting Application

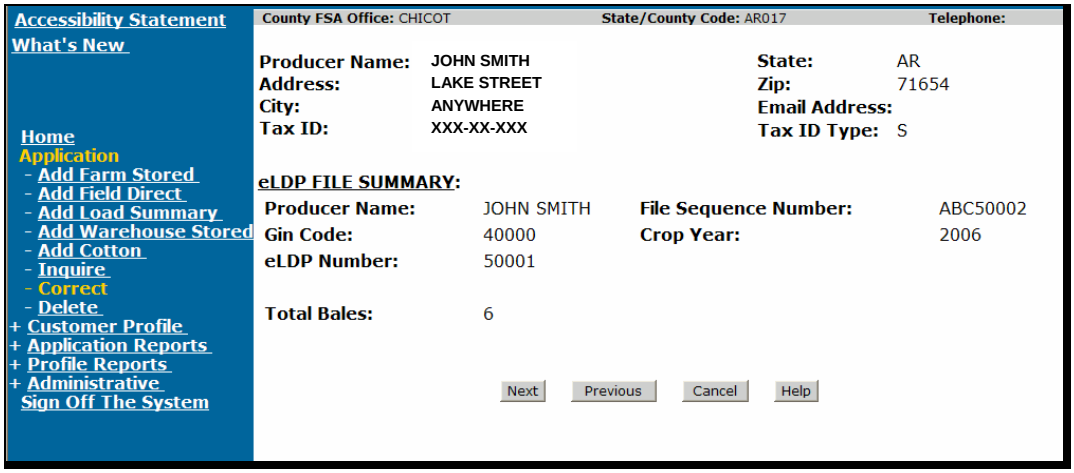
County Offices shall process eLDP corrections for cotton eLDP applications according to the following table.

Step	Action
1	Select the application to be corrected and CLICK "**Correct Application**"; the following screen is displayed.  The following changes can be made from this screen: • revise producer shares • change eLDP type • revise dates. **Note:** To delete bales from application, continue to Step 3. User shall **CLICK**: • "**Cancel**" to end the correction process; changes will **not** be saved • "**Next**" to save changes and proceed to next screen.

3 Processing Cotton eLDP Corrections (Continued)

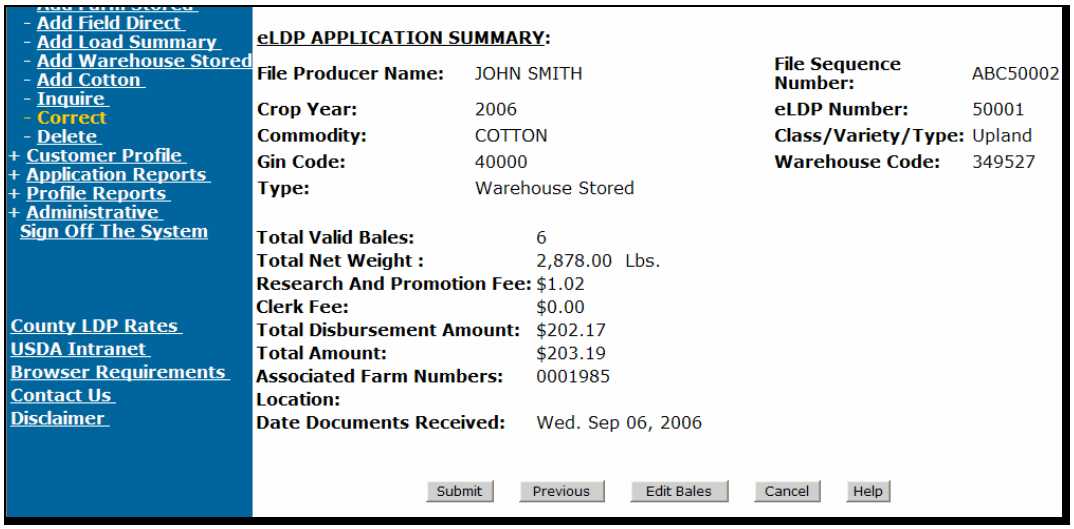
B Correcting Application (Continued)

County Offices shall process eLDP corrections for cotton eLDP applications according to the following table.

Step	Action
2	The following screen will be displayed, showing changes that were made.  User shall CLICK: • **"Next"** to continue the correction process • "**Previous**" to return to the previous screen to make additional changes • "**Cancel**" to end the correction process; changes will **not** be saved.

3 Processing Cotton eLDP Corrections (Continued)

B Correcting Application (Continued)

Step	Action
3	The eLDP process will: • recalculate eLDP based on changes that have been made to the application up to this point • display the recalculated eLDP as follows.  User shall CLICK: • "**Previous**" to return to the previous screen to make additional changes • "**Edit Bales**" to remove bales from this application • "**Cancel**" to end the correction process; changes will **not** be saved • "**Submit**" to submit the corrected eLDP to NPS; continue to Step 4.

3 Processing Cotton eLDP Corrections (Continued)

B Correcting Application (Continued)

<table>
<tr><th>Step</th><th colspan="3">Action</th></tr>
<tr><td rowspan="8">4</td><td colspan="3">After submitting the revised application, the screen will redisplay the eLDP application with applicable messages indicating action taken.

Note: Because the revised CCC-Cotton AA-1 and Application Summary will reflect eLDP amount after corrections, users must print this screen for documentation and file in the LDP folder.</td></tr>
<tr><td>IF the initial application…</td><td>AND corrections resulted in…</td><td>THEN the following messages will be displayed…</td></tr>
<tr><td rowspan="2">was not signed</td><td>no change to the disbursement amount</td><td>“The application amount did not change”.</td></tr>
<tr><td>changes to the disbursement amount</td><td>• “The application has been corrected”

• “(Producer Name) – The previous payment was cancelled and a replacement disbursement issued for $x.xx”.</td></tr>
<tr><td rowspan="3">was signed</td><td>no changes</td><td>“The application amount did not change”.</td></tr>
<tr><td>overpayment</td><td>• “The application has been corrected”

• “(Producer Name) - A receivable was created for the difference of $x.xx”.</td></tr>
<tr><td>underpayment</td><td>• “The application has been corrected”

• “(Producer Name) - An additional disbursement was created for the difference of $x.xx”.</td></tr>
<tr><td>5</td><td colspan="3">User shall:

• PRINT Cotton AA-1 and Application Summary
• CLICK “OK” to return to the Application Screen.</td></tr>
</table>