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

For: State and County Offices

Interim Price Support Query Tool to Determine Reasonable Quantity and Available Amount

Approved by: Deputy Administrator, Farm Programs

1 Overview

A Background

The Web deployment of the Crop Acreage Reporting System replaced acreage reporting on System 36. As a result, necessary data to create and process Price Support queries no longer resides in System 36. Price Support queries will **not** be available for crop year 2014.

A process is needed for County Offices to monitor the available quantity of a specific commodity for both MAL's and LDP's. PSD has developed the Interim Price Support Query Tool to Determine Reasonable Quantity and Available Amount Excel spreadsheet to manually keep track of the running account of the available quantity of a commodity.

B Purpose

This notice provides State and County Offices with instructions for using the Interim Price Support Query Tool to Determine Reasonable Quantity and Available Amount Excel spreadsheet (Exhibit 1) to determine the reasonable and available quantity of a commodity **before** processing a loan or eLDP.

C Contact

For questions about this notice, State Offices shall contact Shayla Watson, PSD, by either of the following:

- e-mail to **shayla.watson@wdc.usda.gov**
- telephone at 202-690-0013.

Disposal Date	Distribution
April 1, 2015	State Offices; State Offices relay to County Offices

2   Determining Total Reasonable Quantity

A Determining Reasonable Quantity

The procedures detailed in this notice shall be followed **before** issuing a loan or eLDP. State Office specialists and CED's may authorize users to complete these procedures ahead of loan processing, similar to the preparation that occurred during query processing; however, the completion of the spreadsheet is **not** mandatory until a loan or LDP is requested by a producer.

Before using the spreadsheet to determine the available quantity:

- COC maximum established yields **must** be recorded in COC minutes and eLDP system for the commodity

- allocated percent **must** be recorded in eLDP system according to 15-PS, paragraph 204

- eligible quantity **must** be established according to 8-LP, paragraph 230.

The total reasonable quantity of the commodity may be determined by either of the following:

- manually, 1 commodity at a time
- through the web-based eLDP system for all reported commodities.

Notes: The reasonable quantity for wool can be determined by any of the following:

- according to 8-LP, paragraph 1559

- using CCC-633WM

- using the spreadsheet available at **http://www.fsa.usda.gov/Internet/FSA_File/wool_mohaircalc.xls**.

The reasonable quantity for honey can be determined using CCC-633 (Honey).

To determine the reasonable quantity for commodities harvested, other than grain, use CCC-633EW.

If a loan will be issued for an informal joint venture, determine the total reasonable quantity for **each** producer **separately**.

2   Determining Total Reasonable Quantity (Continued)

B   Manually Determining the Reasonable Quantity

Follow this table to manually determine the total reasonable quantity of 1 commodity.

Step	Action
1	Determine the total eligible acreage of the reported commodity from FSA-578.
2	Multiply the eligible acreage by the COC maximum established yield.
3	The result is the reasonable quantity. **Enter** the result according to subparagraph 3 B.

Important: If the reasonable quantity is manually determined, a second party review shall be conducted to ensure accuracy. County Offices may enter the acreage and yield in the spreadsheet to automatically calculate the reasonable quantity as described in subparagraph 3 B.

C   Using eLDP to Determine Reasonable Quantity Without a Previously Established Customer Profile

Follow this table to determine the reasonable quantity for a producer who does **not** have a customer profile in eLDP.

Step	Action	
1	Access the web-based eLDP software in the normal manner.	
2	From eLDP Home Page **Screen ID eLDPWelcome01**, CLICK "**Customer Profile**".	
3	From **Screen ID eLDPCertMain01**, CLICK "**Add Producer**". **Note:** If user is determining the reasonable quantity of a joint operation, CLICK "**Add JO Members**".	
4	Select the producer by entering the appropriate criteria to perform a SCIMS search.	
5	On **Screen ID eLDPPrAdd01**, select the appropriate crop year from the drop-down menu. Do **not** check (✓) the box that corresponds to the question, "Spotcheck is required for this producer".	
	IF in the "633 EZ Page 1 Date Filed" field the producer has…	**THEN enter the…**
	submitted a signed CCC-633 EZ Page 1	signature date provided by the producer.
	not submitted a signed CCC-633 EZ Page 1	current date.

2   Determining Total Reasonable Quantity (Continued)

C Using eLDP to Determine Reasonable Quantity Without a Previously Established Customer Profile (Continued)

Step	Action
5 (Cntd)	**Important:** Notate in the producer's folder that the producer has **not** provided a signed copy of CCC-633 EZ Page 1 and the current date entered is for reasonable quantity processing **only**. **Note:** If a producer submits a signed CCC-633 EZ Page 1 after the profile has been created, the date in eLDP may be changed according to 15-PS by using the "Change Producer" or "Change JO Members" options, as applicable. CLICK "**Continue**".
6	**Screen ID eLDPPrfAdd02** provides the commodity detail for commodities in which both: • COC yields and allocated percentages were loaded in eLDP • commodities reported by the producer on FSA-578. If adjustments are needed to update the producer's individual yield, or to manually enter commodities such as wool, honey, and pelts that are not recorded on FSA-578, follow procedures in 15-PS. If no further adjustments are needed, CLICK "**Submit**".
7	On **Screen ID eLDPPrfSum03**, CLICK "**Profile Summary as PDF**". Print the Profile Summary and save a copy in the producer's folder. This summary provides the information necessary to complete the spreadsheet (Exhibit 1). **Note:** The "Total Reasonable Quantity" by commodity is located under the "Commodity Summary" heading on the eLDP "Profile Summary" PDF. Enter this quantity in the spreadsheet as described in subparagraph 3 B.

D Using eLDP to Determine Reasonable Quantity With a Previously Established Customer Profile

Follow this table to determine the reasonable quantity for a producer who has a previously established customer profile in eLDP.

Step	Action
1	Access the web-based eLDP software in the normal manner.
2	From eLDP Home Page **Screen ID eLDPWelcome01**, CLICK "**Customer Profile**".
3	From **Screen ID eLDPCertMain01**, CLICK "**Inquire Producer**". **Note:** If the reasonable quantity of a joint operation is being determined, CLICK "**Inquire JO Members**".

2 **Determining Total Reasonable Quantity (Continued)**

D **Using eLDP to Determine Reasonable Quantity With a Previously Established Customer Profile (Continued)**

Step	Action
4	On **Screen ID eLDPPrflList01**, ensure that crop year 2014 is selected from the drop-down menu. Users may do either of the following: • enter the producer's TIN and CLICK "**Search By Producer ID**" • CLICK "**List All Producers**" to display producers with profiles previously created for the crop year. When the appropriated producer is found, CHECK (✓) the box next to the name of the desired producer and CLICK "**OK**".
5	On **Screen ID eLDPPrfSum03**, CLICK "**Profile Summary as PDF**". Print the Profile Summary and save a copy in the producer's folder. This summary provides the information necessary to complete the spreadsheet (Exhibit 1). **Notes:** The "Total Reasonable Quantity" field per commodity will be displayed under Commodity Summary on the eLDP "Profile Summary" PDF. Enter this quantity in the spreadsheet as described in subparagraph 3 B. The "Total Available Quantity" field is specific to eLDP's **only**. This figure reflects the quantity available to process eLDP's based on the allocated percentage entered in the COC maximum established yield table in the Web system. Loan and coop processed quantities are **not** deducted from this field.

3 **Running Account Spreadsheet to Determine Available Quantity**

A **Availability of the Spreadsheet**

See Exhibit 1 for an example of the Interim Price Support Query Tool to Determine Reasonable Quantity and Available Amount Excel spreadsheet. The spreadsheet will be posted to the Price Support web site at **http://www.fsa.usda.gov/FSA/webapp?area=home&subject=prsu&topic=landing** under the "Hot Links" heading. CLICK "Interim PS Query Tool".

The spreadsheet works best when it is saved to a dedicated file by producer. State Office specialists **must** provide County Office users with a naming convention and determine the location to be saved, if files will be saved in the share drive.

Important: Ensure that user protects PII that may be included in the spreadsheet.

3   Running Account Spreadsheet to Determine Available Quantity (Continued)

B   Using the Spreadsheet to Determine the Running Account

Access the spreadsheet as described in subparagraph A. Save the spreadsheet with a unique identifier, in the appropriate file location, as directed by the State Office specialist according to subparagraph A.

Note: The spreadsheet provides space to determine the running account for up to 6 commodities for a combination of 30 loans, eLDP's, or coop processed loans or LDP's, per commodity. If additional commodities or quantities must be recorded, another spreadsheet shall be used. See subparagraph C for additional instructions.

Follow this table to complete the spreadsheet.

Step	Action
1	In the "Customer Name/Farm" field, enter the producer's or operation's name or the farm number that will be tracked.
2	In the "Commodity" and "Type" fields, enter the commodity and type. Multiple commodities may be entered by selecting the tabs at the bottom of the spreadsheet. The document allows up to 6 commodities per file.
3	From the "Crop Year" drop-down menu, select the applicable crop year. Crop year "2014" is the default.
4	In the "Reasonable Quantity" field, enter the reasonable quantity that has been previously determined manually or through the eLDP Customer Profile. If entering the reasonable quantity for an operation, ensure that the total combined reasonable quantity for each member of the operation is entered. See step 7 to use the spreadsheet to calculate the reasonable quantity. **Note:** The reasonable quantity will populate throughout the "Remaining Quantity" column until entries are made in the "Requested Quantity" column.
5	From the "Type of Determination" drop-down menu, select if the reasonable quantity was calculated manually or through the eLDP system.
6	To use the spreadsheet to calculate the reasonable quantity, in the "For Manual Determination ONLY" box, enter the following: • "Eligible Acreage" • "Yield". The "Calculated Reasonable Quantity" field will automatically populate the result. Enter the calculated amount as indicated in step 5.
7	From the "Loan or LDP" drop-down menu, select whether the source of the new entry was from a loan, eLDP, or coop processed payment. **Note:** The coop processed quantity is determined from the Volume Report according to 1-CMA.

3   Running Account Spreadsheet to Determine Available Quantity (Continued)

    B   Using the Spreadsheet to Determine the Running Account (Continued)

Step	Action
8	In the "Requested Quantity" column, enter the requested quantity that corresponds to the item selected in step 7.
9	The "Remaining Quantity" column is automatically updated. **Important:** If a negative number appears in the "Remaining Quantity" column, ensure that the correct reasonable quantity was entered in the appropriate field. If the "Reasonable Quantity" field is accurate, the loan or LDP shall **not** be processed until further determination can be made according to 8-LP, paragraph 230.
10	In the "Date Determined (xx/xx/20xx)" column, enter the date, as applicable.
11	The "Loan/eLDP Number from System (Optional)" column is optional.
12	In the "2nd Party Review Initials & Date" column, State Office specialists have the discretion to determine how often second party reviews are conducted; however, it is strongly advised that second party reviews be conducted when the reasonable quantity is manually calculated.
13	The spreadsheet shall be printed in gray scale (black ink) and kept in the producer's folder.

    Important: The spreadsheet **must** be updated for **every** loan or eLDP transaction. Ensure that the appropriate tab is printed if multiple commodities are recorded in the file.

                    The spreadsheet shall be reviewed periodically and compared to the reasonable quantity in the eLDP Customer Profile, if eLDP payments are made.

  C   Recording Additional Commodities or Quantities

    The spreadsheet may be used to determine the running account for up to 6 commodities for a combination of 30 loans, eLDP's, or coop processed loans or LDP's by commodity.

    If additional commodities must be recorded that exceed the number of tabs provided in the spreadsheet:

- create a new spreadsheet

- save the new spreadsheet on a computer using a unique identifier so that the original spreadsheet is **not** replaced.

3   Running Account Spreadsheet to Determine Available Quantity (Continued)

   C   Recording Additional Commodities or Quantities (Continued)

   If additional quantities must be recorded and there are unused tabs in the spreadsheet:

   * click on a tab that has **not** been used

   * complete subparagraph B, steps 1 through 3

   * carryover the last remaining quantity to an additional tab in the file by entering that amount in the "Reasonable Quantity" field

   * complete the spreadsheet by following subparagraph B, steps 5 through 8.

   If additional quantities must be recorded and all the tabs have been used:

   * create a new spreadsheet

   * save the new spreadsheet by adding a numeric identifier, such as 2, so that the original spreadsheet is **not** replaced

      Note: If additional spreadsheets are created, increase the numeric identifier in a sequential manner.

   * complete subparagraph B, steps 1 through 3

   * carryover the last remaining quantity to an additional tab in the file by entering that amount in the "Reasonable Quantity" field

   * complete the spreadsheet by following subparagraph B, steps 5 through 8.

Interim Price Support Query Tool

This is an example of the view of an active spreadsheet in Excel.

Interim Price Support Query Tool (Continued)

This is an example of the printout view of the spreadsheet.

Interim PS Query Tool to Determine Reasonable Quantity and Available Amount

Customer Name/Farm Number

Crop Year
2014 ▼

Commodity **Type**

For Manual Determination ONLY	
Eligible Acreage:	0.00
Yield:	0.00
Calculated Reasonable Quantity:	0.00

Reasonable Quantity **Type of Determination**
0.00 eLDP ▼

Item #	Loan or LDP	Requested Quantity	Remaining Quantity	Date Determined (xx/xx/20xx)	Loan/eLDP Number from System (Optional)	2nd Party Review Initials & Date
1	Item ▼	0.00	0.00			
2	Item ▼	0.00	0.00			
3	Item ▼	0.00	0.00			
4	Item ▼	0.00	0.00			
5	Item ▼	0.00	0.00			
6	Item ▼	0.00	0.00			
7	Item ▼	0.00	0.00			
8	Item ▼	0.00	0.00			
9	Item ▼	0.00	0.00			
10	Item ▼	0.00	0.00			
11	Item ▼	0.00	0.00			
12	Item ▼	0.00	0.00			
13	Item ▼	0.00	0.00			
14	Item ▼	0.00	0.00			
15	Item ▼	0.00	0.00			
16	Item ▼	0.00	0.00			
17	Item ▼	0.00	0.00			
18	Item ▼	0.00	0.00			
19	Item ▼	0.00	0.00			
20	Item ▼	0.00	0.00			
21	Item ▼	0.00	0.00			
22	Item ▼	0.00	0.00			
23	Item ▼	0.00	0.00			
24	Item ▼	0.00	0.00			
25	Item ▼	0.00	0.00			
26	Item ▼	0.00	0.00			
27	Item ▼	0.00	0.00			
28	Item ▼	0.00	0.00			
29	Item ▼	0.00	0.00			
30	Item ▼	0.00	0.00			

Commodity 1 7/29/2014