FSA
HANDBOOK

Web-Based Price Support Procedures and Common Functions for Grains, Oilseeds, and Rice

To access the transmittal page click on the short reference

For State and County Offices

SHORT REFERENCE

15-PS
(Revision 2)

.

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

Web-Based Price Support Procedures and Common Functions for Grains, Oilseeds, and Rice 15-PS (Revision 2)	**Amendment 2**

Approved by: Deputy Administrator, Farm Programs

Amendment Transmittal

A Reason for Amendment

Subparagraphs 401 A, 404 A, 405 A, 410 B and 412 B have been amended to remove the reference to payment limitation.

Page Control Chart		
TC	**Text**	**Exhibit**
	7-1, 7-2 7-5, 7-6 7-9, 7-10 7-21, 7-22 7-23	

Table of Contents

Table of Contents (Continued)

Exhibits

Part 1   General Information

1   Handbook Coverage

A   Purpose

This handbook contains step-by-step instructions for using the web-based price support LDP software to administer LDP's for grain and oilseeds for 2015 and subsequent crop years.

B   Authority and Responsibility

PECD has the authority and responsibility for the instructions in this handbook.

C   Related FSA Handbooks

FSA handbooks related to LDP's are listed in this table.

IF the area of concern is about...	**THEN see...**
actively engaged determinations	5-PL.
appeals	1-APP.
approved abbreviations, signatures, and authorizations	1-CM.
audits and investigations	9-AO.
conservation compliance	6-CP.
commodity data specific to wheat, feed grains and oilseeds	2-LP Grains and Oilseeds.
Commodity Loan Processing System (CLPS)	16-PS.
document retention period	32-AS.
establishing claims	58-FI.
interest rates	50-FI.
IRS reporting	62-FI .
loan and LDP provisions for cotton	7-CN.
loan and LDP provisions for honey	2-LP Honey.
loan and LDP provisions for peanuts	2-LP Peanuts.
loan and LDP provisions for rice	2-LP Rice.
loan and LDP provisions for 2008 and subsequent years	8-LP.
receipts, payments, and deposits	64-FI.
prompt payment	61-FI.
payment eligibility determinations	1-PL.
subsidiary	3-PL.

2   **Responsibilities**

A   **Background**

The responsibilities for loan and LDP functions described in this paragraph are in addition to the responsibilities in 7-CN, 21-CN, applicable 2-LP, 8-LP, and 10-SU.

B   **Office Responsibilities**

The following describes the responsibilities of each office for LDP activity.

Office	Responsibilities
PECD	• Implement web-based processes to support LDP functions in State and County Offices. • Provide procedural assistance to State Offices on data entry requirements and software operations.
PSD	Provide program MAL and LDP policies for administering and delivering price support programs.
State Offices	• Provide application training to County Offices. • Provide procedural assistance to County Offices on data entry requirements and software operations.
KC-ITSD and KCCO	• Provide technical assistance to State and County Offices on nonprogram-related problems. • Assist in correcting inventory data received from County Offices.

3   LDP Background and Functionality

A   Background

eLDP is a web-based service that provides a means of farm program delivery to FSA customers (producers) and County Offices to file an application for LDP. After the LDP application and payment information is submitted, the payment is automatically routed to NPS for processing.

Note: Eligible customers can electronically submit an LDP application using the eLDP Service from an external site. After the application is submitted, the payment is electronically routed to the administrative County Office to approve and process the LDP.

Follow the instructions in this handbook when using the web-based software to accomplish the following eLDP activities:

* customer profiles
* applications
* corrections
* reports
* recording production evidence
* administrative functions.

B   Functionality

The eLDP process:

* operates through a KC-based central web site

* is available 24 hours a day, 7 days a week, **except** during routine backup and maintenance periods, and uses the applicable LDP rate where the commodity is stored until the next rate is announced

* interfaces with SCIMS to obtain customer name and address information

* interfaces with web-based compliance service to determine reasonable quantities

* is supported by NPS for payment processing

* is supported by NRRS for receivable processing.

4-19   (Reserved)

Part 2   Web-Based LDP's

20   General Overview

A   Web-Based Applications

LDP applications may be processed for the following quantities:

- stored
- sold
- delivered
- fed
- graze-out.

C   Applicable Commodities

The following commodities are covered in this handbook:

- barley
- canola
- chickpeas – large
- chickpeas – small
- corn (including silage)
- crambe
- flaxseed
- grain sorghum (including silage)
- mustard seed
- oats
- peanuts
- pelts
- pulse crops
- upland seed cotton
- rapeseed
- rice
- safflower
- seed cotton
- sesame
- soybeans
- sugar
- sunflower seed - oil
- sunflower seed - other
- wheat
- wool.

Note: Instructions for cotton are provided in 7-CN.

20   General Overview (Continued)

   B   Eligible Producers

   Producers must:

   - be determined eligible to receive LDP services by COC or designee

      Note: Producers must have a Level 2 eAuthentication account and be linked to their
          SCIMS account before applying for an external eLDP.

   - have a legacy link in SCIMS to the county where the profile will be established.

21   Accessing eLDP Software

   A   Basic Information

   All LDP functions:

   - are within the web-based eLDP system
   - can only be updated by FSA employees with Level 2 eAuthentication access.

   County Office users will be directed to their administrative county eLDP web site, from
   which County Office eLDP actions will be initiated.

   State Office users will have inquiry capabilities to view customer profiles and eLDP
   transactions processed within the State.

   External customers will be directed to an external customer eLDP web site, from which
   LDP applications will be initiated.

   B   Example of the eLDP Home Screen

   Following is an example of the eLDP Home Screen.
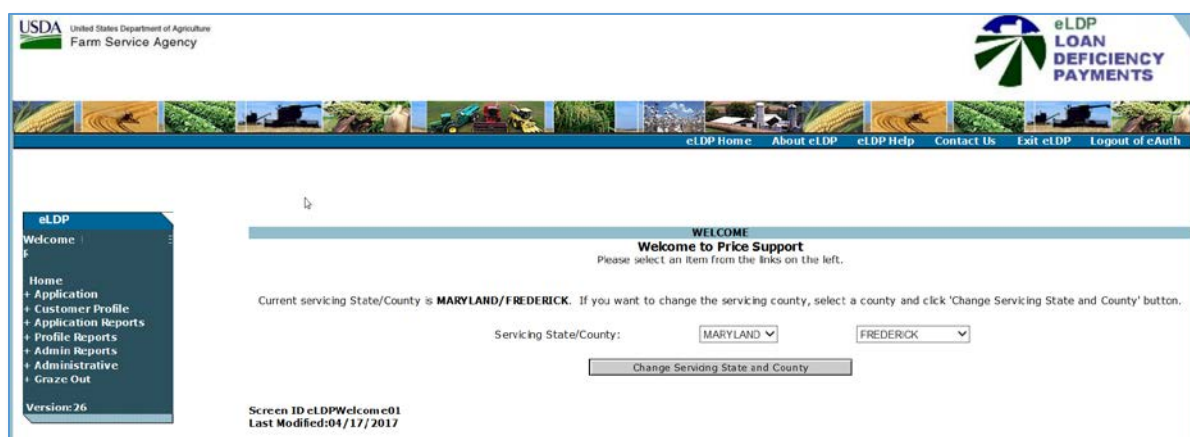
21   Accessing eLDP Software (Continued)

C   Action

From the FSA Intranet Application Page:

- CLICK "**G-O**"

- CLICK **"LDP-Electronic Loan Deficiency Payments"**

- CLICK "**Logon**" to display the eAuthentication Login Screen

- enter user ID and password or login using LincPass; the eLDP Home Screen will be displayed

- CLICK:

  - **"Application"** to process LDP applications (see Part 5)
  - **"Customer Profiles** to process customer profiles (see Part 4)
  - **"Application Reports"** to process application reports (see paragraph 306)
  - **"Profile Reports"** to process profile reports (see paragraph 306)
  - **"Admin Reports"** to process administrative reports (see paragraph 306)
  - **"Graze Out"** to process grazed out applications (see paragraph 215).

22-49 (Reserved)

Part 3   Administrative Functions

50   Establishing COC Maximum Yields

A   Overview

Annually, COC's **must** determine reasonable estimates of yields for each commodity available for loan based on crop and weather conditions according to 8-LP. The yield **must** be entered in the County Commodity Yields Screen before profiles can be established.

An allocated percentage **must** be entered for each commodity placed under loan to provide the maximum quantity that can be used for loan applications in CLPS. The COC-established maximum yields and allocated percentage **must** be recorded **before** a loan or LDP is processed for a commodity.

With the exception of wool, mohair, pelts, and honey, customer profiles **cannot** be established if a COC maximum yield is not recorded.

Note: For CY 2015 and subsequent crop years, the allocated percentage **must** be entered as "100".

B   Example of the County Commodity Yields Screen

Following is an example of the County Commodity Yields Screen.

50   Establishing COC Maximum Yields (Continued)

C Field Descriptions for County Committee Yields Screen

The following table provides the field descriptions and actions for the County Committee Yields Screen.

Field/Button	Description	Action
County FSA Office	The name of the County Office.	
State/County Code	The code of the state and county.	
Telephone	The County Office telephone number	
Crop Year	The crop year. Defaulted to the current crop year.	Using the "Crop Year" drop-down, select the applicable crop year.
Commodity	The name of the commodity	
Class	The class of the commodity	
UOM	The unit of measure.	
Irr. Yld	The maximum irrigated yield assigned by the COC.	Enter the COC assigned irrigated yield
Non Irr. Yld	The maximum nonirrigated yield assigned by the COC.	Enter the COC assigned nonirrigated yield
Allocated %	The allocated percentage for the quantity.	Enter 100%.
Submit		Click **"Submit"** to complete the process.
Cancel		Click **"Cancel"** to cancel the process.
Help		Click **"Help"** to get assistance on completing the process.

D Action

From the left navigation on the eLDP Home Screen:

- CLICK "**Administrative**"
- CLICK "**COC Max Yield**"
- using the "Crop Year" drop-down, select the crop year
- enter applicable irrigated and nonirrigated yields for applicable commodities
- in the "Allocated %" field, ENTER "**100**"
- CLICK "**Submit**".

51   Adjusting COC Maximum Yields

   A   Overview

   After the COC maximum yield has been recorded in the software, it may be necessary to adjust the maximum yield for the:

   * county as a result of current harvest conditions
   * producer as a result of production evidence.

   Note: When the COC maximum yield for a county is adjusted, only profiles after the adjustment will be established with the adjusted yield. Profiles that have already been established must be adjusted at the producer level according to paragraph 104.

   B   Action

   From the left navigation on the eLDP Home Screen:

   * CLICK "**Administrative**"
   * CLICK "**COC Max Yield**"
   * using the "Crop Year" drop-down, select the crop year
   * enter the adjusted applicable irrigated and nonirrigated yields for applicable commodities
   * in the "Allocated %" field, ENTER "**100**"
   * CLICK "**Submit**".

52   Receiving E-mails

   A   E-mail Contact Entry

   E-mail addresses of County Office employees must be recorded to receive e-mail messages generated by:

   * producers
   * ITSD-ADC.

52   Receiving E-mails (Continued)

B   Example of County e-mail Address Screen

Following is an example of the County e-mail Address Screen.

C   Action

From the left navigation on the eLDP Home Screen:

- CLICK "**Administrative**"
- CLICK **"Email County Entry"**
- enter a primary and secondary e-mail address
- CLICK **"Submit".**

53-99 (Reserved)

100   General Information

A   Overview

A customer profile **must** be established **before** processing a loan application in CLPS or LDP in the eLDP software. The eLDP software provides the capability to establish common and joint operation profiles.

Common profiles include individual producers, corporations, and all other SCIMS business types except joint operations.

Joint operation profiles are created for entities with SCIMS business codes "02" general partnerships and "03" joint ventures.

Note: A CCC-633 EZ Page 1 must be on file **before** a customer profile can be established.

Customer profiles are county specific. If the producer has reported acreage on separate farms in multiple counties, a customer profile **must** be established in each county.

The customer's administrative County Office must complete a customer profile **before** an LDP application can be submitted to the central **eLDP** processing web site from either an external site or a County Office. A customer profile must be established one time, each crop year, in the central eLDP processing web site for each county in which the customer desires eLDP services. The customer profile:

- contains the producer's reasonable production, by commodity, class, and type

- shall be updated over time by the customer's County Office whenever existing customer profile entries change

- reduces the available quantity after an LDP or loan application has been submitted or corrected.

Producers with farms administered in more than 1 County Office may request to receive all of their loans and LDP's through 1 County Office. In addition, production from different counties is often commingled in the same storage structure making it in the best interest of CCC to have these loans administered by only 1 County Office. County Offices will need to adjust the yields and allocated quantity according to paragraph 104.

100   General Information (Continued)

B   Compliance Data

FSA-578 **must** be completed and certified through the Crop Acreage Reporting System **before** establishing the customer profile in the eLDP system.

When FSA-578 data is not found **and** the producer is **not** a member of a joint operation, the "Commodity Detail" and "Commodity Summary" areas will be blank. The only commodities that may be manually added are:

*   seed cotton
*   honey
*   mohair
*   wool
*   pelts.

If an eligible commodity does not populate, the user must first ensure that FSA-578 information is correct and COC maximum established yields and the allocated percentage is recorded.

When compliance data is found for each reported commodity, the customer profile populates the:

*   reasonable quantity

Note: Reasonable quantities are calculated by multiplying the COC maximum yield recorded, times the producer's share in the commodity based on the producer's reported or determined acres and irrigation status.

*   allocated quantity.

Note: Allocated quantities are calculated by multiplying the reasonable quantity times the allocated percentage recorded.

Important: All crop acres on a farm, must be reported for any production from that farm to be eligible for MAL and LDP.

100 General Information (Continued)

C Example of the Customer Profile Screen

Following is an example of the Customer Profile Screen.

101 Establishing Individual Customer Profiles

A Overview

Profiles that are to be established for individuals and entities shall be created by using the "Add Producer" function.

B Example of Completed Customer Profile Screen

Following is an example of a completed customer profile.

101   Establishing Individual Customer Profiles

C   Action

Establish a common customer profile according to the following table.

Step	Action
1	From the eLDP Home Screen, CLICK "**Customer Profile**". **Note:** Customer profiles are county specific. If the customer is multi-county and participates in more than 1 county, a customer profile must be established in each county.
2	On the Customer Profile Screen, CLICK "**Add Producer**".
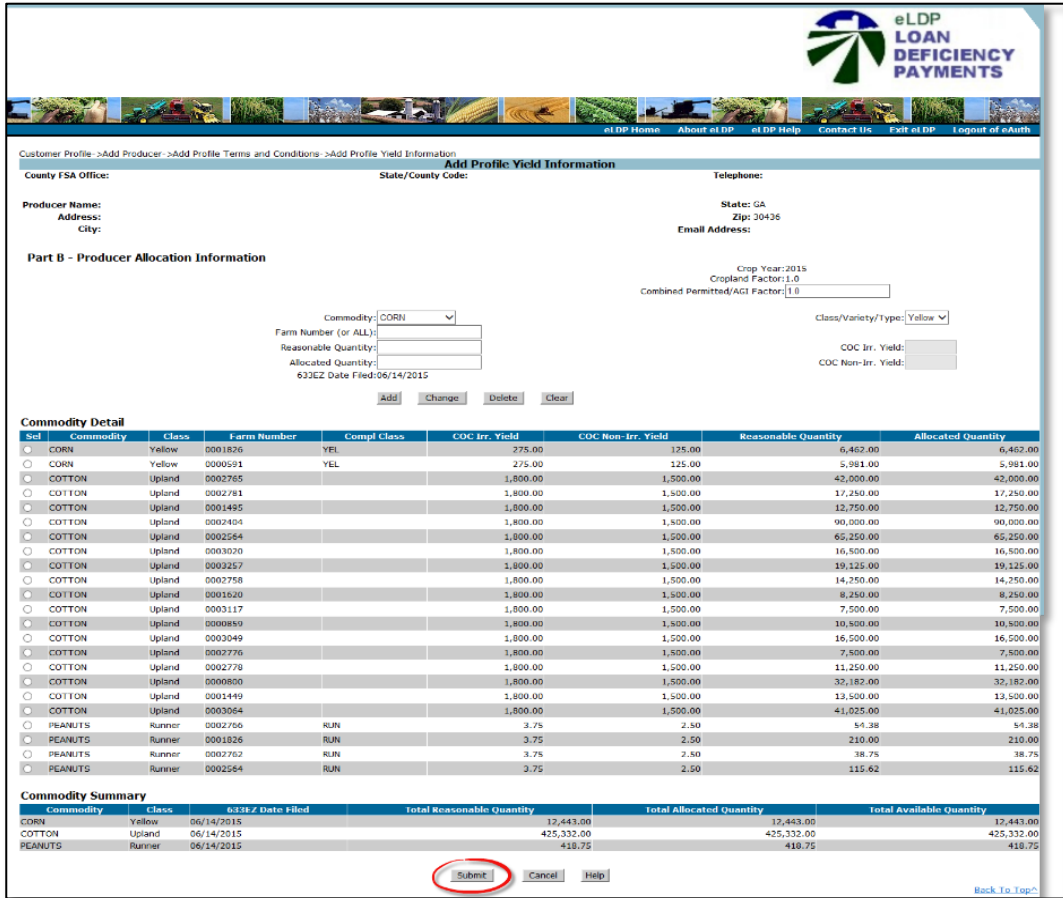
101   Establishing Individual Customer Profiles (Continued)

C   Action (Continued)

Step	Action
3	On the SCIMS Customer Search Screen, select the producer by entering any of the following: • 9 digit tax ID number • last 4 digits of producer's tax ID number • last, first name. **Note:** LDP's cannot be completed for customers **not** found in SCIMS.
4	On the Add Profile Terms and Conditions Screen, • select the applicable crop year • click the radio button to answer if spot check is required for this producer • enter the date CCC-633-EZ, page 1 was filed • CLICK "**Continue**".

101   Establishing Individual Customer Profiles (Continued)

C   Action (Continued)

Step	Action
5	On the Add Profile Yield Information Screen the reasonable and allocated quantity is automatically populated. To complete the customer profile, CLICK **"Submit".** **Note:** Radio buttons are used to modify a line entry.

102   Establishing Joint Operations Customer Profiles

A   Overview

Joint operation profiles are created for entities with the SCIMS business codes of "02" for general partnerships and "03" for joint ventures.

B   Example of Completed Customer Profile Screen

Following is an example of a completed customer profile for a joint operation

C   Action

Establish a joint operation customer profile according to the following table.

Step	Action
1	From the eLDP Home Screen, CLICK "**Customer Profile**". **Note:** Customer profiles are county specific. If the customer is multi-county and participates in more than 1 county, a customer profile must be established in each county.
2	CLICK "**Add JO members**".

102   Establishing Joint Operations Customer Profiles (Continued)

C   Action (Continued)

Step	Action
3	On the Information Message Screen for adding a joint operation, a message is displayed as a reminder to enter the ID of the joint operation and **not** the ID of the individual member of the operation. CLICK "**OK**".
4	On the SCIMS Customer Search Screen, select the joint operation by entering any of the following: • 9 digit tax ID number • last 4 digits of producer's tax ID number • last, first name. **Note**: eLDP's cannot be completed for customers **not** found in SCIMS.
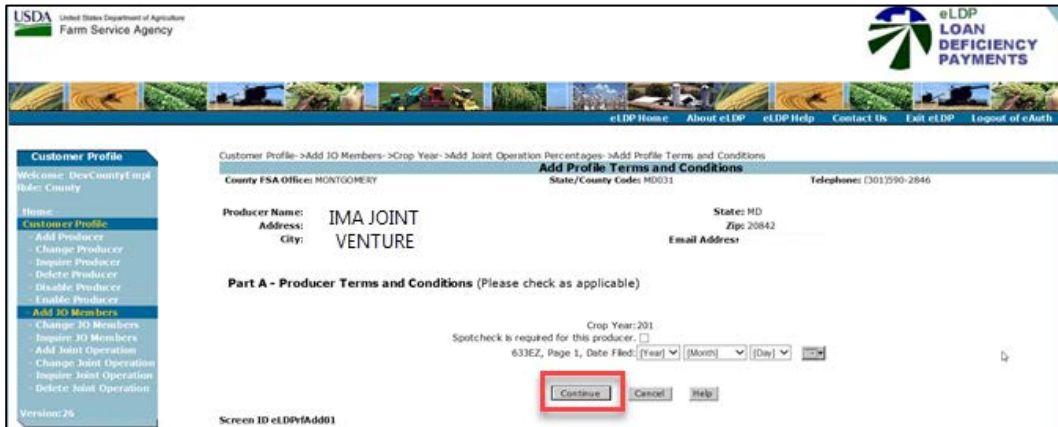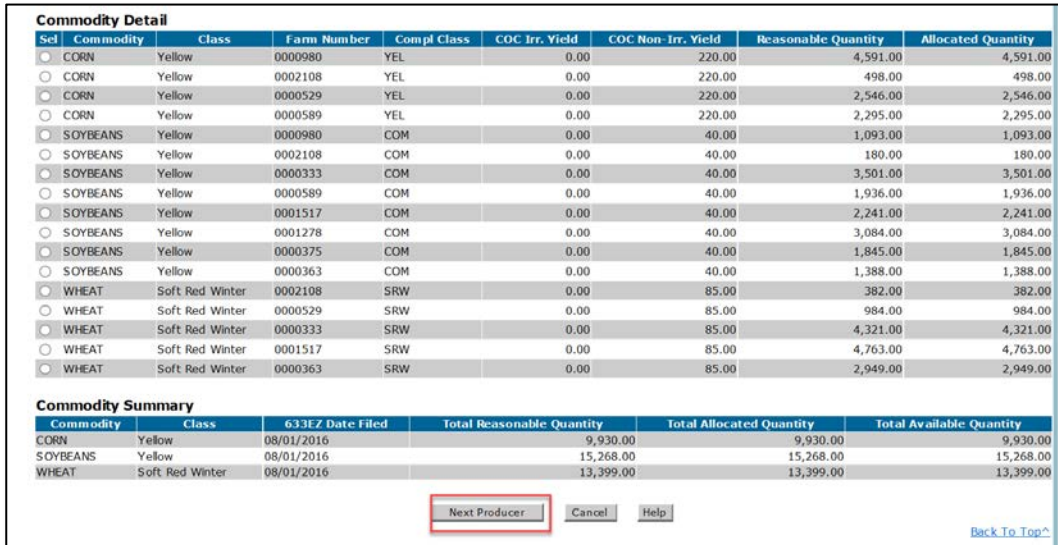
102 Establishing Joint Operations Customer Profiles (Continued)

C Action (Continued)

Step	Action
5	On the Crop Year Screen, • select the applicable crop year • enter the effective date **Important:** The eLDP effective date refers to the date in which the profile is active for the crop year and **not** the date on which the operation was created. The effective date must be before the signed CCC-633 EZ, page 1 date, or the current date if the CCC-633 EZ was not filed. • CLICK "**OK**".
6	On the Add Joint Operation Percentages Screen, CLICK **"Continue".**
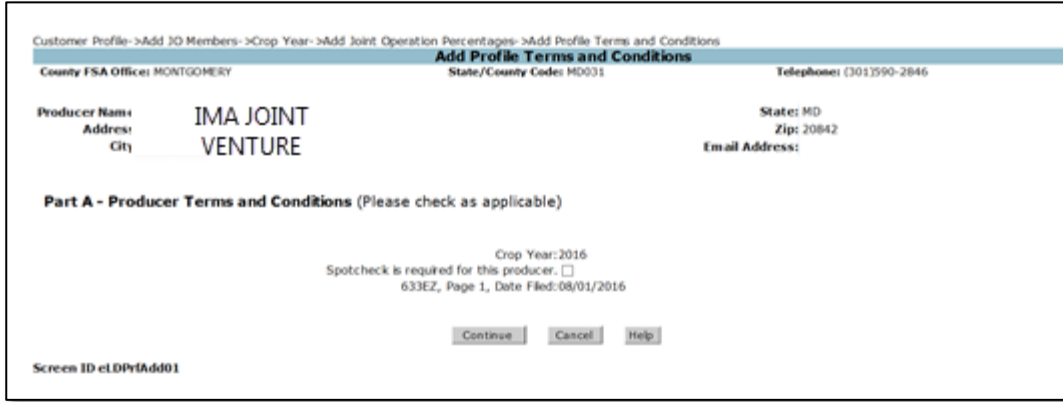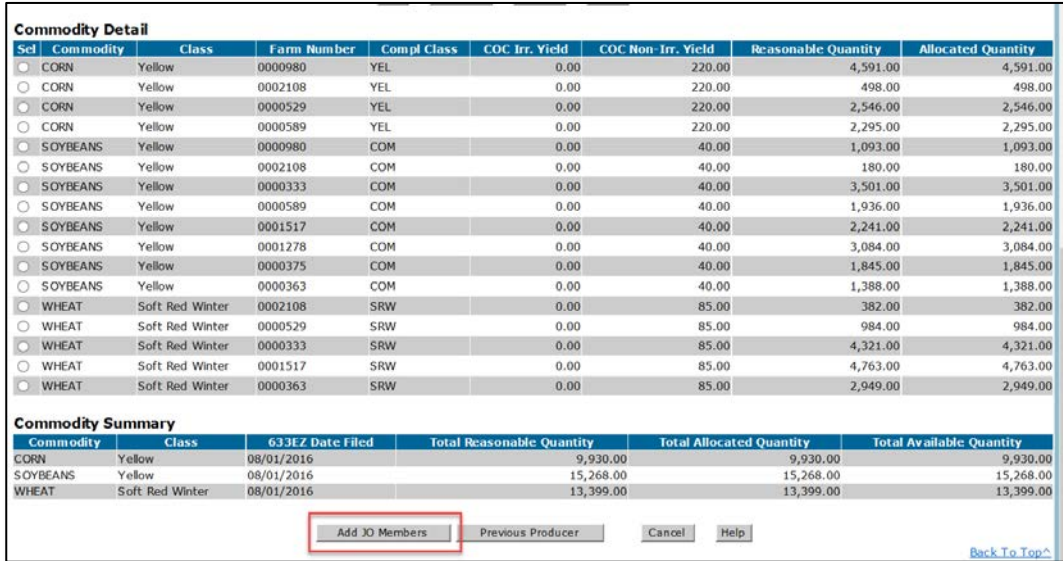
102   Establishing Joint Operations Customer Profiles (Continued)

C   Action (Continued)

Step	Action
7	On the Add Profile Terms and Conditions Screen, - click the radio button if spot check is required for the producer - enter the date CCC-633-EZ, page 1 was filed - CLICK "**Continue**".
8	The profile information of the first member is displayed. Scroll to the bottom of the screen. CLICK **"Next Producer".**

102   Establishing Joint Operations Customer Profiles (Continued)

 C   Action (Continued)

Step	Action
9	The Add Profile Terms and Conditions Screen will be redisplayed with the next member. • click the radio button to answer if spot check is required for this producer • CLICK **"Continue"**. **Note**: The 633EZ date is already populated.
10	The next member's profile will be displayed. Repeat until all members have been added. After all members have been added CLICK **"Add JO Members"**.

102   Establishing Joint Operations Customer Profiles (Continued)

A   Joint Operation Profile Functions (Continued)

Step	Action
11	The Joint Operations Member Summary Screen will be displayed. CLICK **"Submit"** to complete the process.

103   Establishing Manual Customer Profiles

A   Manual Customer Profiles

Wool, mohair, pelts, honey are the only eligible commodities that are **not** reported on FSA-578 and **must** be entered manually.

Although reported on a FSA-578 the following crops must also be added manually:

- corn silage
- seed cotton.
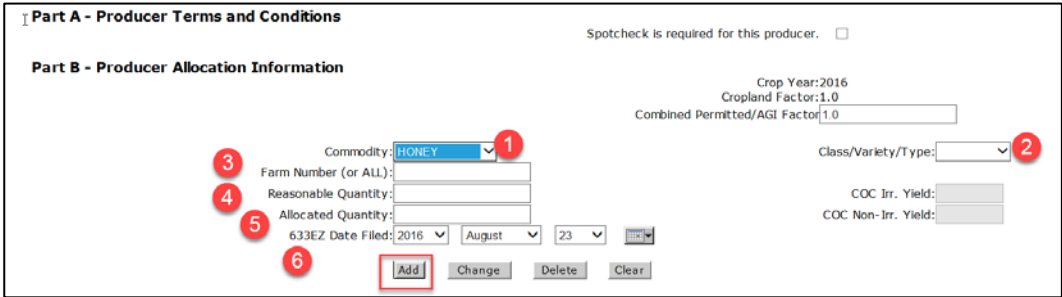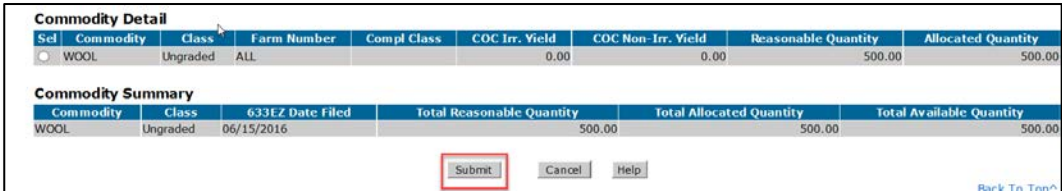
B   Action

Establish manual customer profiles according to the following table.

Step	Action
1	On the eLDP Home Screen, CLICK "**Customer Profile**".
2	On the Customer Profile Screen, CLICK: • **"Add Producer"** if profile has not been established • "**Change Producer**" if profile has already been established.
3	If: • **"Add Producer"** was selected, select producer using SCIMS Search Page • **"Change Producer"** was selected, CLICK either: • **"List All Producers"** • **"Search By Producer ID".**

103   Establishing Manual Customer Profiles (Continued)

B   Action (Continued)

Step	Action
4	On the Change Profile Yield Information Screen, • using drop-down select applicable commodity (Step 1) • using drop-down select class/variety/type (Step 2) • enter farm number or "All" (Step 3) • calculated reasonable quantity (Step 4) • calculated allocated quantity (Step 5) • CCC-633 EZ date filed (Step 6) • CLICK **"Add".**
5	After the profile has been created, scroll to bottom of the screen and, CLICK **"Submit".**

104 Changes to Customer Profiles

A Change Producer Profile Function

Changes to the customer profile can be made to:
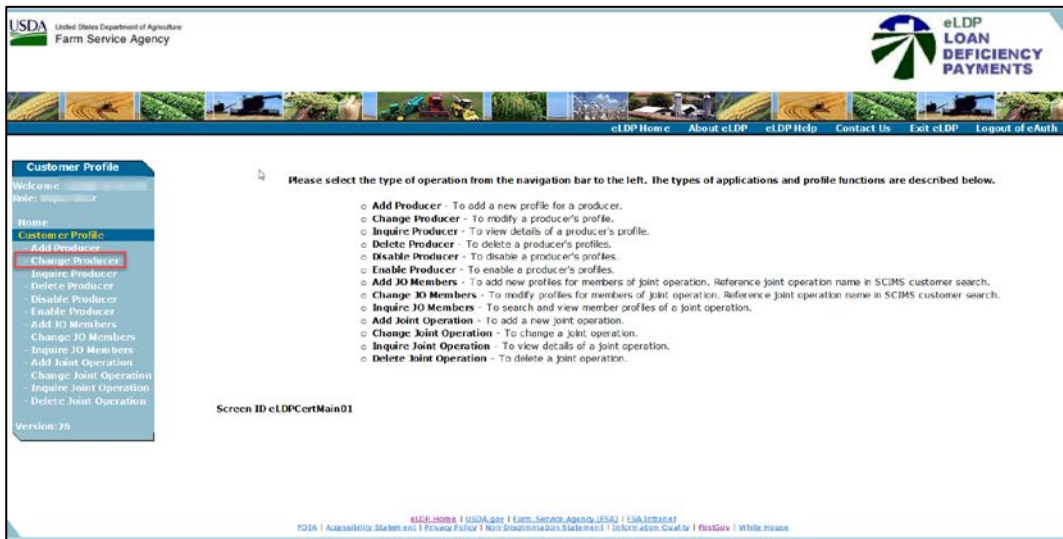
- increase or decrease quantity
- add or delete commodities
- modify the CCC-633 EZ page 1 date
- modify commodity type/class.

Note: Changes made to a producer's FSA-578 since the customer profile was established or last changed will automatically update the reasonable quantities.

County Offices shall print a copy of the revised **eLDP Profile Summary** and file in the producer's folder.
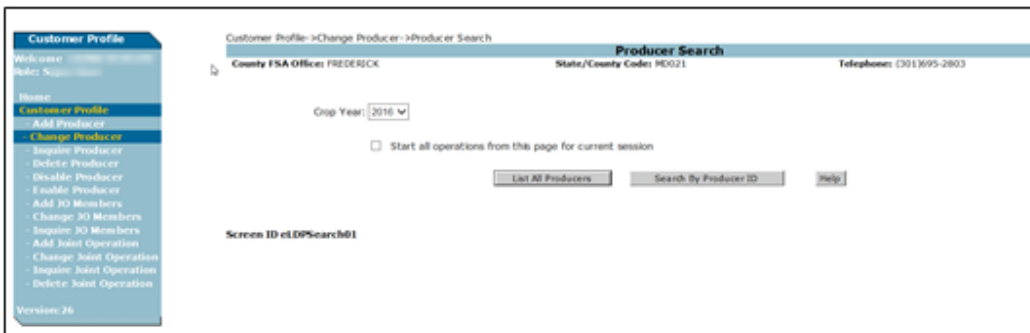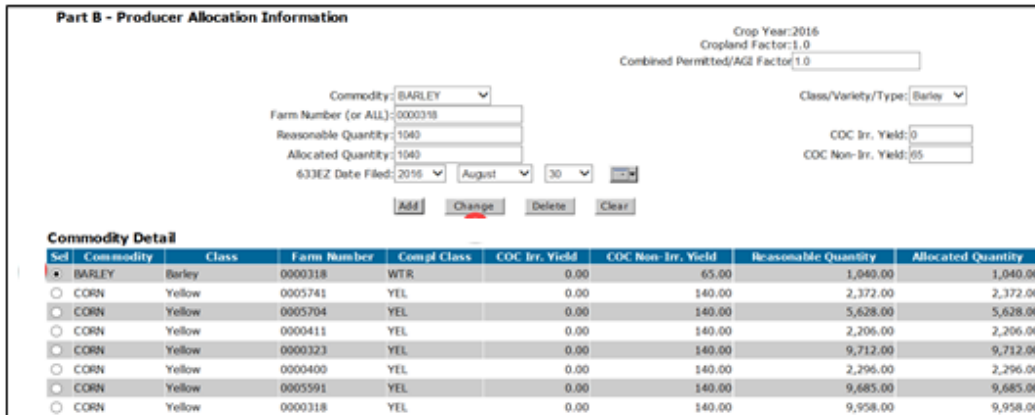
B Action

Change a customer profile according to the following table.

Step	Action
1	On the eLDP Home Screen, CLICK "**Customer Profile**".
2	On the Customer Profile Screen, CLICK "**Change Producer**".

104   Changes to Customer Profiles (Continued)

B   Action (Continued)

Step	Action
3	On the Producer Search Screen, • using the "Crop Year" drop-down, select the crop year • CLICK either: • **"List All Producers"** • **"Search By Producer ID".**
4	On the Change Profile Yield Information Screen, • click the radio button of applicable commodity/farm number • change applicable information accordingly.
5	After all changes have been made, click: • "**Add**" after adding new commodities • "**Change**" after modifying existing commodity • "**Delete**" when deleting an existing commodity. CLICK "**Submit**". The customer profile will be updated to reflect changes.

105   Inquire Producer Customer Profile

   A   Overview

   County Offices can choose to view a customer profile that has been established.

   B   Example of Inquire Screen for Customer Profile

   The following is an example of the Customer Profile Inquire Screen.

   C   Action

   From the eLDP Home Screen,

   • CLICK **"Customer Profile"**

   • CLICK **"Change Producer"**

   • select the producer by clicking either:

      • **"List All Producers"**
      • **"Search by Producer ID"**

   • CLICK **"OK"** to exit.

   Note: Users can also click **"Profile Summary as PDF"** and print, if needed.

106   Delete Producer Customer Profile

A   Overview

The "**Delete Producer**" function is used to delete a producer profile that was entered in error.

Profiles can be deleted for:

- a single crop year
- all crop years for the producer.

B   Example of Delete Profile Screen

Following is an example of the Delete Profile Screen.

106   Delete Producer Customer Profile (Continued)

  C   Action

  From the eLDP Home Screen,

  - CLICK **"Customer Profile"**

  - CLICK **"Delete Producer"**

  - using "Crop Year" drop-down select applicable crop year

  - select the producer by clicking either:

    - **"List All Producers"**
    - **"Search by Producer ID"**

  - CLICK:

    - **"Delete Crop Year"** to delete a specific crop year
    - **"Delete Producer"** to delete all profiles for the producer.

    Note: If an eLDP application has been processed for a specific year, the customer
    profile **cannot** be deleted for that specific year. All other crop years may be
    deleted.

107-199 (Reserved)

Part 5   LDP Applications

200   General Information

A   LDP Requests Submitted to County Offices

LDP requests that are submitted to the County Office are considered complete when the County Office receives a completed and signed CCC-633 EZ, page 2, 3 or 4.

B   LDP Requests Submitted Online by External Customers

External customers do **not** file applicable LDP forms according to 8-LP. The online submission is the request.

Customers or their authorized representatives who have been authorized for LDP and who have a customer profile may use a non-FSA computer to submit an LDP application.

LDP applications from external locations for external customers other than "individuals" require the applicable "role" to be established for the filing person in RLMS.

201   Processing LDP Applications

A   Overview

LDP applications may be processed for the following quantities:

- farm-stored certified
- farm-stored measured
- warehouse-stored
- sold
- delivered
- fed
- open storage
- graze-out.

201   Processing LDP Applications (Continued)

B   Example of LDP Application Screen

Following is an example of the LDP Application Screen.
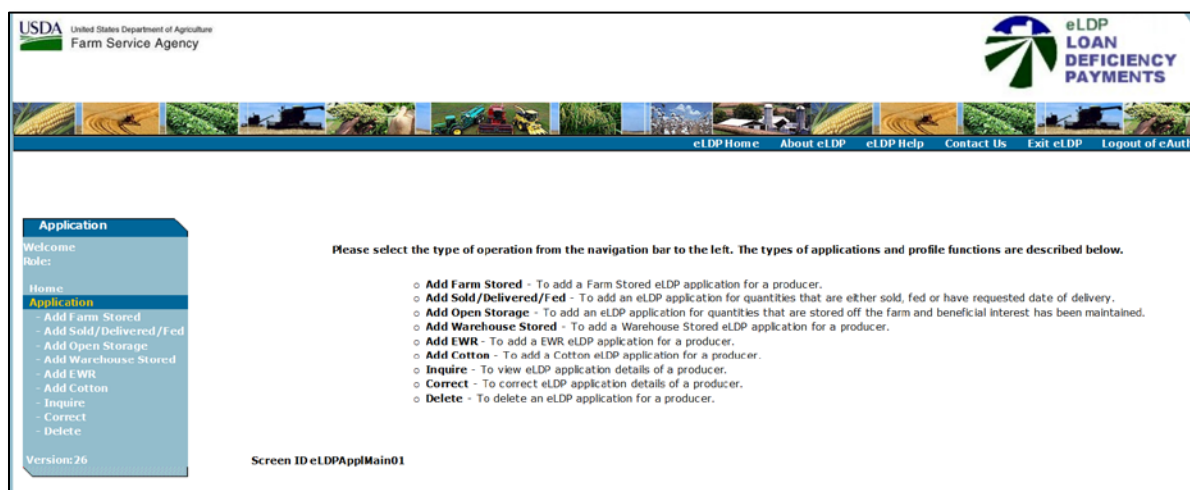
C   Action

From the eLDP Home Screen:

- CLICK **"Application"**

- CLICK:

  - **"Add Farm Stored"** to add a farm stored LDP

  - **"Add Sold/Delivered/Fed"** to add an LDP application for quantities that are either sold, fed or have requested date of delivery

  - **"Add Open Storage"** to add an LDP application for quantities that are stored off the farm and beneficial interest has been maintained

  - **"Add Warehouse Stored"** to add a warehouse stored LDP application for a producer

  - **"Add EWR"** to add a EWR eLDP application for a producer

  - **"Add Cotton"** to add a cotton eLDP application for a producer

  - **"Inquire"** to view eLDP application details of a producer

  - **"Correct"** to correct eLDP application details of a producer

  - **"Delete"** to delete an eLDP application for a producer

- using drop-down select applicable crop year.

  Note: When an application is for multiple producers, all producers **must** be selected **before** entering application details.

202 Farm-Stored Application Storage Location Screen

A Overview

Farm stored LDP applications are for applications in which the producer has beneficial interest and the commodity is stored on the farm.

The LDP rate is based on the date of request.

B Example of Add Farm-Stored Application Storage Location Screen

The following is an example of the Add Farm Stored Application Storage Location Screen.

C Field Descriptions and Actions for the Add Farm Stored Application Storage Location Screen

The following table provides the field descriptions and actions for the Add Farm Stored Application Storage Location Screen.

Field/Button	Description	Action
Crop Year	Displays the crop year selected from the Producer Search Screen.	No action is required if crop year is correct. If crop year is incorrect, CLICK **"Cancel"** to restart the process.
Commodity	Only commodities that have established profiles are displayed.	Using the "Commodity" drop-down, select the commodity.
Class/Variety/Type	The class/variety/type of the commodity selected.	Using the "Class/Variety/Type" drop-down, select the class/variety/type for the commodity selected.
Commodity Type Indicator	Indicates whether the application is for: • grain • hay • silage.	Choose the applicable commodity type.
State/County Where Stored	The state and county where the commodity is stored.	Using the "State/County Where Stored" drop-down, select the applicable state and county.
Request Date	The date the producer signed the CCC-633 EZ, page 2, 3 or 4. This date is used to determine the LDP rate.	Using the "Request Date" drop-down, select the request date.
COC Approval Date	The date that COC approved the LDP request. The COC approval date is the date used to determine any applicable prompt payment interest.	Using the "COC Approval Date" drop-down, select the COC approval date.

   **C Field Descriptions and Actions for the Add Farm Stored Application Storage Location
        Screen (Continued)**

Field/Button	Description	Action
Is this a certified eLDP?	An indicator whether the LDP is certified or has submitted production evidence with application. Indicator is defaulted to "Yes".	No action is needed for certified applications. CLICK **"No"** for applications with production evidence.
Reference Numbers (Max 3)	The reference field allows for an alpha or numeric entry. More than 1 farm number may be entered in each of the reference fields. Data entered in the reference field will appear on the producer transaction statement.	Enter up to 3 farm numbers (optional).
Continue		CLICK **"Continue"** to proceed to the Storage Details Screen.
Cancel		CLICK **"Cancel"** to cancel the application.
Help		CLICK **"Help"** to view additional information for the screen details.

203   Farm-Stored Application Location - Payment Information Screen

A   Overview

After the storage information is entered, the Payment Information Screen is displayed allowing users to enter the quantity requested. The software will calculate the payment after the quantity is entered.

B   Example of the Farm-Stored Application Location - Payment Information Screen

The following is an example of the Farm-Stored Application Location-Payment Information Screen.

203   Farm-Stored Application Location - Payment Information Screen (Continued)

C Field Descriptions and Actions for the Farm-Stored Application Location – Payment Information Screen

The following table provides the field descriptions and actions for the Farm-Stored Application Location - Payment Information Screen.

Field/Button	Description	Action
Quantity	The quantity requested.	Enter the quantity requested.
Bin Quantity Calculator (optional)	An optional button to calculate quantities using a bin calculator.	See paragraph 205 for using the bin calculator.
Storage Location	The location where the commodity is stored.	Enter the storage location where the commodity is stored.
Add		CLICK **"Add"** to add the quantity to the application.
Change		CLICK **"Change"** to change the quantity to the application that was previously added.
Delete		CLICK **"Delete"** to delete the quantity to the application that was previously added.
Help		CLICK **"Help"** to view additional information for the screen details.
Total Net Quantity	The total net quantity of the application.	
LDP Rate	The LDP rate in effect based on the LDP request date entered on the Farm-Stored Application Screen.	
Total Disbursement Amount	The calculated amount of the request.	
Associated Farm Numbers	The farm numbers entered on the Farm-Stored Application Screen.	
Submit		CLICK **"Submit"** to proceed to the Application Summary Screen.
Cancel		CLICK **"Cancel"** to cancel the application.
Back		CLICK **"Back"** to return to the Farm-Stored Application Screen.
Help		CLICK **"Help"** to view additional information for the screen details.

204   Farm-Stored Application Summary Screen

A   Overview

After the required information is entered, the software calculates the LDP payment and the Application Summary Screen will be displayed.

B   Example of Farm-Stored Application Summary Screen.

The following is an example of the Farm-Stored Application Summary Screen.

C   Action

On the Application Summary Screen,

- CLICK **"Application Summary as PDF"**
- print PDF of application and file in the producer's folder
- CLICK **"OK"** to exit the application.

205   Bin Quantity Calculator for Farm-Stored Applications

A   Bin Quantity Calculator

A bin quantity calculator is:

- an available option for determining farm-stored quantities that have been measured
- available for both County Office processed and externally processed applications.

B   Example of Bin Calculator

Following is an example of the bin calculator.

C   Action

From the Add Farm-Stored Storage Location Screen,

- CLICK **"Bin Calculator"**
- enter the applicable information from CCC-677-1
- CLICK **"Calculate"**
- CLICK **"OK".**

The calculated quantity will populate in the quantity field.

206   Sold/Delivered/Fed Application Storage Location Screen

A   Overview

Sold/Delivered/Fed LDP applications are for applications in which the producer has lost beneficial interest and the commodity is not available.

The LDP rate is based on the date beneficial interest was lost.

B   Example of Sold/Delivered/Fed Application Storage Location Screen

The following is an example of the Sold/Delivered/Fed Application Storage Location Screen.

C   Field Descriptions and Actions for the Sold/Delivered/Fed Application Storage Location Screen

The following table provides the field descriptions and actions for Sold/Delivered/Fed Application Storage Location Screen for sold/delivered/fed applications.

Field/Button	Description	Action
Crop Year	Displays the crop year selected from the Producer Search Screen.	No action is required if crop year is correct. If crop year is incorrect, CLICK **"Cancel"** to restart the process.
Commodity	Only commodities that have established profiles are displayed.	Using the "Commodity" drop-down, select the commodity.

C Field Descriptions and Actions for the Sold/Delivered/Fed Application Storage Location Screen (Continued)

Field/Button	Description	Action
Class/Variety/Type	The class/variety/type of the commodity selected.	Using the "Class/Variety/Type" drop-down, select the class/variety/type for the commodity selected.
Commodity Type Indicator	Indicates whether the application is for: • grain • hay • silage.	Click the applicable commodity type.
State/County Where Delivered	The state and county where the commodity was sold/delivered/fed.	Using the "State/County Where Delivered" drop-down, select the applicable state and county
Certification Date	The date the producer signed the CCC-633 EZ, page 2, 3 or 4. This date is used to determine the LDP rate.	Using the "Certification Date" drop-down, select the request date.
Is this a certified eLDP?	An indicator whether the LDP is certified or has submitted production evidence with application. Indicator is defaulted to **"No"**.	No action is needed for certified application. CLICK **"Yes"** for applications without production evidence.
Reference Numbers (Max 3)	The reference field allows for an alpha or numeric entry. More than 1 farm number may be entered in each of the reference fields. Data entered in the reference field will appear on the producer's transaction statement.	Enter up to 3 farm numbers (optional).
Continue		CLICK **"Continue"** to proceed to the Payment Information Screen.
Cancel		CLICK **"Cancel"** to cancel the application.
Help		CLICK **"Help"** to view additional information for the screen details.

207 Sold/Delivered/Fed Application Payment Information Screen

A Overview

After the storage information is entered, the Payment Information Screen will be displayed. The user will enter the quantities based on the date the quantity was sold, delivered, or fed.

B Example of Storage Location-Payment Information Screen

The following is an example of the Storage-Location Payment Information Screen.

C Field Descriptions and Actions for Sold/Delivered/Fed Application Payment Information Screen

The following table provides the field descriptions and actions for Sold/Delivered/Fed Application Payment Information Screen.

Field/Button	Description	Action
Share of Crop (%)	The share percentage of the application. Defaulted to 100%.	No action is needed when share percentage is 100%. Change to a lower percentage when applicable.
Sold/Delivered/Fed Date	The date the commodity was sold, delivered or fed.	Using the "Sold/Delivered/Fed Date" drop-down, select the date the commodity was sold, delivered or fed.

C Field Descriptions and Actions for Sold/Delivered/Fed Application Payment Information Screen (Continued)

Field/Button	Description	Action
Quantity	The quantity of the commodity that was sold, delivered or fed.	Enter the quantity.
Moisture Percent	An optional field used to adjust commodity for moisture	Enter the moisture percentage.
Rows to add	Increases the number of rows.	Using the "Rows to add" drop-down enter the number of rows to add.
Add Rows		CLICK **"Add Rows"** to add additional rows.
Calculate		CLICK **"Calculate"** and the system will: • determine the LDP rate based on the request date of the application for the State and location where the commodity is stored • deduct any applicable moisture.
Continue		CLICK **"Continue"** to proceed to the Payment Information Screen.
Cancel		CLICK **"Cancel"** to cancel the application.
Help		CLICK **"Help"** to view additional information for the screen details.

208 Sold/Delivered/Fed Application Payment Information Summary Screen (Continued)

A Overview

After the dates and quantities are entered, the Payment Information screen will be redisplayed for review by the County Office.

B Example of the Sold/Delivered/Fed Application Payment Information Summary Screen

Following is an example of the Sold/Delivered/Fed Application Payment Information Summary Screen.

C Action

On the Payment Information Summary Screen:

- CLICK **"Submit"** to proceed to the Application Summary Screen
- CLICK **"Edit"** to edit the application
- CLICK **"Cancel"** to cancel the application
- CLICK **"Help"** to see help instructions for this screen.

On the Application Summary Screen,

- CLICK **"Application Summary as PDF"**
- print PDF of application and file in producer's folder
- CLICK **"OK"** to exit the application.

209   Open Storage Application Storage Location Screen

A   Overview

Open storage applications are for applications in which the producer has beneficial interest and the commodity is available. The commodity may or may not be stored on the farm.

The LDP rate is based on the date of request.

B   Example of the Open Storage Application Storage Location Screen

Following is an example of the Open Storage Application Storage Location Screen.

C   Field Descriptions and Actions for Open Storage Application Storage Location Screen

The following table provides the field descriptions and actions for the Open Storage Application Storage Location Screen.

Field/Button	Description	Action
Crop Year	Displays the crop year selected from the Producer Search Screen.	No action is required if crop year is correct. If crop year is incorrect, CLICK **"Cancel"** to restart the process.
Commodity	Only commodities that have established profiles are displayed.	Using the "Commodity" drop-down, select the commodity.

209   Open Storage Application Storage Location Screen (Continued)

   C   Field Descriptions and Actions for Open Storage Application Storage Location Screen (Continued)

Field/Button	Description	Action
Class/Variety/Type	The class/variety/type of the commodity selected.	Using the "Class/Variety/Type" drop-down, select the class/variety/type for the commodity selected.
Commodity Type Indicator	Indicates whether the application is for: • grain • hay • silage.	Click the applicable commodity type.
State/County Where Stored	The state and county where the commodity is stored.	Using the "State/County Where Store" drop-down, select the applicable state and county.
Request Date	The date the producer signed the CCC-633 EZ, page 2, 3 or 4. This date is used to determine the LDP rate.	Using the "Request Date" drop-down, select the request date.
COC Approval Date	The date that COC approved the LDP request. The COC approval date is the date used to determine any applicable prompt payment interest.	Using the "COC Approval Date" drop-down, select the COC approval date.
Is this a certified eLDP?	An indicator whether the LDP is certified or has submitted production evidence with application. Indicator is defaulted to **"No"**.	No action is needed for certified application. CLICK **"Yes"** for applications with production evidence.
Reference Numbers (Max 3)	The reference field allows for an alpha or numeric entry. More than 1 farm number may be entered in each of the reference fields. Data entered in the reference field will appear on the producer transaction statement.	Enter up to 3 farm numbers (optional).
Continue		CLICK **"Continue"** to proceed to the Storage Details Screen.
Cancel		CLICK **"Cancel"** to cancel the application.
Help		CLICK **"Help"** to view additional information for the screen details.

210   Open Storage Application Payment Information Screen

A   Overview

After the storage information has been entered, the Payment Information screen will be displayed

B   Example of Open Storage Application Payment Information Screen

Following is an example of the Open Storage Application Payment Information Screen.

C   Field Descriptions and Actions for the Open Storage Application Payment Information Screen

The following table provides the field descriptions and actions for an the Open Storage Application Payment Information Screen for sold/delivered/fed applications.

Field/Button	Description	Action
Share of Crop (%)	The share percentage of the application. Defaulted to 100%.	No action is needed when share percentage is 100%. Change to a lower percentage when applicable.
Location/Reference#	The location of where the commodity is stored.	Enter the location of where the commodity is stored.
Quantity	The quantity of the commodity is stored.	Enter the quantity.

210 Open Storage Application Payment Information Screen (Continued)

   C Field Descriptions and Actions for the Open Storage Application Payment Information Screen (Continued)

Field/Button	Description	Action
Moisture Percent	An optional field used to adjust commodity for moisture	Enter the moisture percentage.
Clear		Click to clear the entries.
Rows to add	Increases the number of rows.	Using the "Rows to add" drop-down enter the number of rows to add.
Add Rows		CLICK **"Add Rows"** to add additional rows.
Calculate		CLICK **"Calculate"** and the system will: • determine the LDP rate based on the request date of the application for the State and location where the commodity is stored • deduct any applicable moisture.
Continue		CLICK **"Continue"** to proceed to the Payment Information Screen.
Cancel		CLICK **"Cancel"** to cancel the application.
Help		CLICK **"Help"** to view additional information for the screen details.

211   Open Storage Application Payment Information Summary Screen

A Overview

After the dates and quantities are entered, the Payment Information Screen will be redisplayed for review by the County Office.

B Example of Open Storage Payment Information Summary Screen

Following is an example of the Open Storage Payment Information Summary Screen.

C Action

On the Payment Information Screen:

- CLICK **"Submit"** to proceed to the Application Summary Screen
- CLICK **"Edit"** to edit the application
- CLICK **"Cancel"** to cancel the application
- CLICK **"Help"** to see help instructions for this screen.

On the Application Summary Screen:

- CLICK **"Application Summary as PDF"**
- print PDF of application and file in producer's folder
- CLICK **"OK"** to exit the application.

212   Warehouse-Stored Application Storage Location Screen

A   Overview

Warehouse applications are for applications in which the producer has beneficial interest and the commodity is stored at a warehouse. The producer has a warehouse receipt.

The LDP rate is based on the date of request.

B   Example of Warehouse-Stored Application Storage Location Screen

Following is an example of the Warehouse-Stored Application Storage Location Screen.

C   Field Descriptions and Actions for the Warehouse-Stored Application Storage Location Screen

The following table provides the field descriptions and actions for the Warehouse-Stored Application Storage Location Screen.

Field/Button	Description	Action
Crop Year	Displays the crop year selected from the Producer Search Screen.	No action is required if crop year is correct. If crop year is incorrect, CLICK **"Cancel"** to restart the process.
Commodity	Only commodities that have established profiles are displayed.	Using the "Commodity" drop-down, select the commodity.

212   Warehouse-Stored Application Storage Location Screen (Continued)

   C Field Descriptions and Actions for the Warehouse-Stored Application Storage Location Screen (Continued)

Field/Button	Description	Action
Class/Variety/Type	The class/variety/type of the commodity selected.	Using the "Class/Variety/Type" drop-down, select the class/variety/type for the commodity selected
Commodity Type Indicator	Indicates whether the application is for: • grain • hay • silage. Defaulted to "Grain".	Do not change the defaulted commodity indicator of "Grain".
State/County Where Stored	The state and county where the commodity is stored.	Using the "State/County Where Stored" drop-down, select the applicable state and county.
Warehouse Code	The code of the warehouse where the commodity is stored.	Enter the numeric warehouse code.
Request Date	The date the producer signed the CCC-633 EZ, page 2, 3 or 4. This date is used to determine the LDP rate.	Using the "Request Date" drop-down, select the request date.
COC Approval Date	The date that COC approved the LDP request. The COC approval date is the date used to determine any applicable prompt payment interest.	Using the "COC Approval Date" drop-down, select the COC approval date.
Is this a certified eLDP?	An indicator whether the LDP is certified or has submitted production evidence with application. Indicator is defaulted to **"No"**.	No action is needed for certified application. CLICK **"Yes"** for applications that did not submit the warehouse receipt with the application.
Reference Numbers (Max 3)	The reference field allows for an alpha or numeric entry. More than 1 farm number may be entered in each of the reference fields. Data entered in the reference field will appear on the producer transaction statement.	Enter up to 3 farm numbers (optional).

212   Warehouse-Stored Application Storage Location Screen (Continued)

C   Field Descriptions and Actions for the Warehouse Stored Application Storage Location Screen (Continued)

Field/Button	Description	Action
Continue		CLICK **"Continue"** to proceed to the Storage Details Screen.
Cancel		CLICK **"Cancel"** to cancel the application.
Help		CLICK **"Help"** to view additional information for the screen details.

213   Warehouse-Stored Application Payment Information Screen

A   Overview

After the storage information has been entered, the Payment Information Screen will be displayed.

B   Example of Warehouse-Stored Application Payment Information Screen

Following is an example of the Warehouse-Stored Application Payment Information Screen

213   Warehouse-Stored Application Payment Information Screen (Continued)

   C   Field Descriptions and Actions for the Storage Location-Payment Information Screen

Field/Button	Description	Action
Warehouse Receipt #	The warehouse receipt.	Enter the numeric warehouse receipt.
Quantity	The quantity of the commodity for the specific warehouse receipt.	Enter the quantity.
Clear		Click to clear the entries.
Rows to add	Increases the number of rows.	Using the "Rows to add" drop-down enter the number of rows to add.
Add Rows		CLICK **"Add Rows"** to add additional rows.
Calculate		CLICK **"Calculate"** and the system will: • determine the LDP rate based on the request date of the application for the State and location where the commodity is stored • deduct any applicable moisture.
Continue		CLICK **"Continue"** to proceed to the Payment Information Screen.
Cancel		CLICK **"Cancel"** to cancel the application.
Help		CLICK **"Help"** to view additional information for the screen details.

214   Warehouse-Stored Application Payment Information Summary Screen

A   Overview

After the dates and quantities are entered, the Payment Information Screen will be redisplayed for review by the County Office.

B   Example of the Warehouse-Stored Application Payment Information Summary Screen

Following is an example of the Warehouse-Stored Application Payment Information Summary Screen.

C   Action

On the Summary Quantity Information Screen, CLICK:

- **"Submit"** to proceed to the Application Summary Screen
- **"Edit"** to edit the application
- **"Cancel"** to cancel the application
- **"Help"** to see help instructions for this screen.

On the Application Summary Screen,

- CLICK **"Application Summary as PDF"**
- print PDF of application and file in producer's folder
- CLICK **"OK"** to exit the application.

215 Graze-Out Applications

A Overview

Graze-out applications are for applications in which the producer did not harvest the commodity but instead grazed cattle on those acres.

The LDP rate is based on the date of request.

Graze-out applications do not require a customer profile.

Notes: A separate graze-out application must be submitted for each farm as carried by FSA.

Before any part of a graze-out request can be entered into eLDP, eFunds must be allocated. See 8-LP, subparagraph 1103 A.
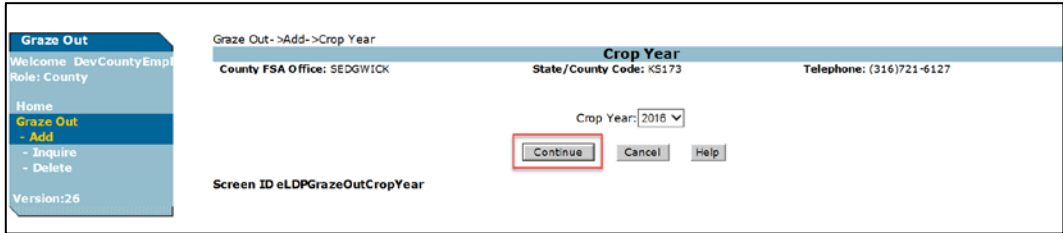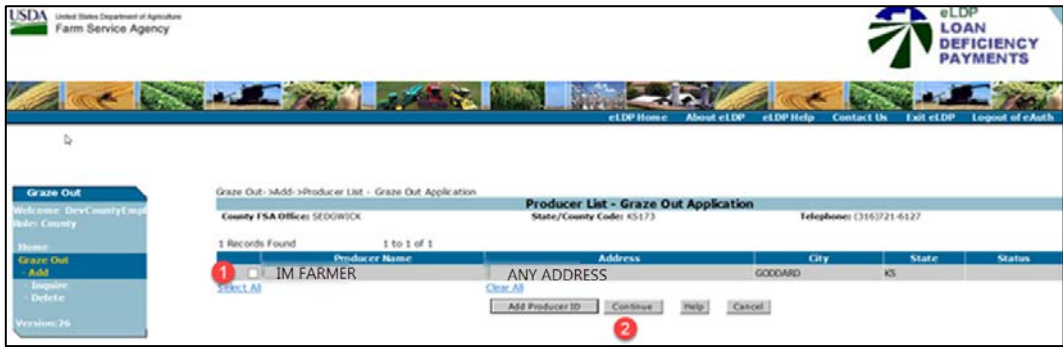
B Action

Process a graze-out application according to the following table.

Step	Action
1	On the eLDP Home Screen, CLICK **"Graze-Out".**
2	On the Graze Out Screen, CLICK **"Add".**
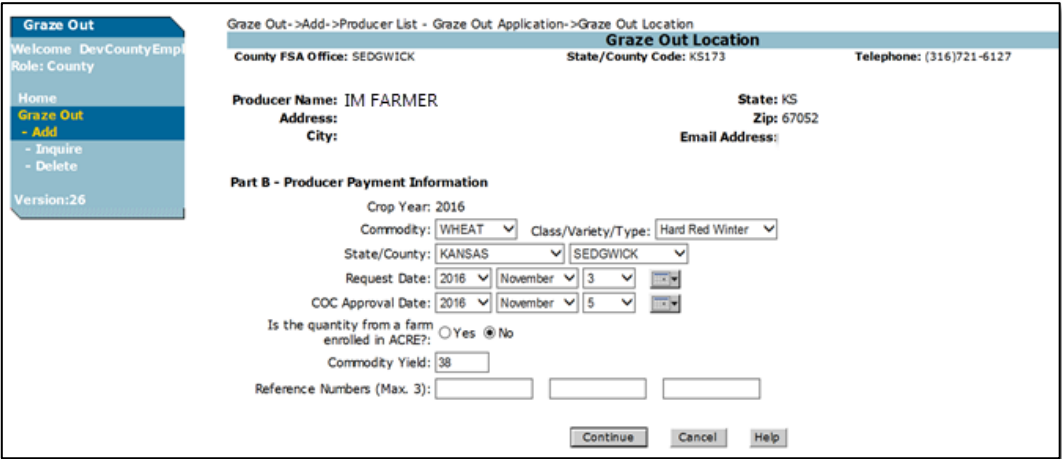
215   Graze-Out Applications (Continued)

B   Action (Continued)

Step	Action
3	On the Crop Year Screen, • using the "Crop Year" drop-down, select the crop year • CLICK **"Continue".**
4	On "SCIMS Customer Search Screen", Select the joint operation by entering any of the following: • 9 digit tax ID number • last 4 digits of producer's tax ID number. • last, first name. **Note:** eLDP's cannot be completed for customers **not** found in SCIMS.
5	On the Producer List-Graze Out Application Screen, CLICK: • the radio button next to the producer (Step 1) • **"Continue"** after all producers have been selected (Step 2). **Note:** When the application is for multiple producers, user must click **"Add Producer ID"** to select additional producers.
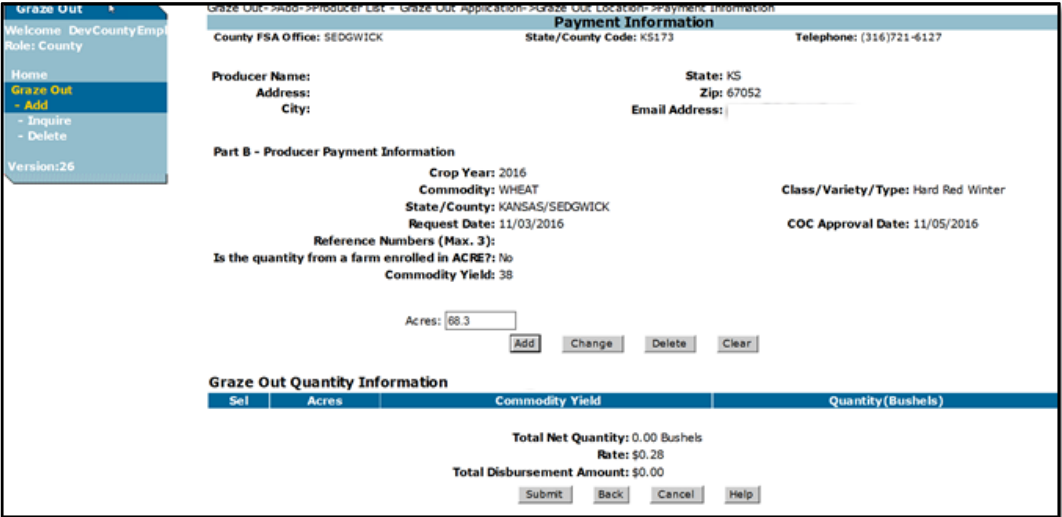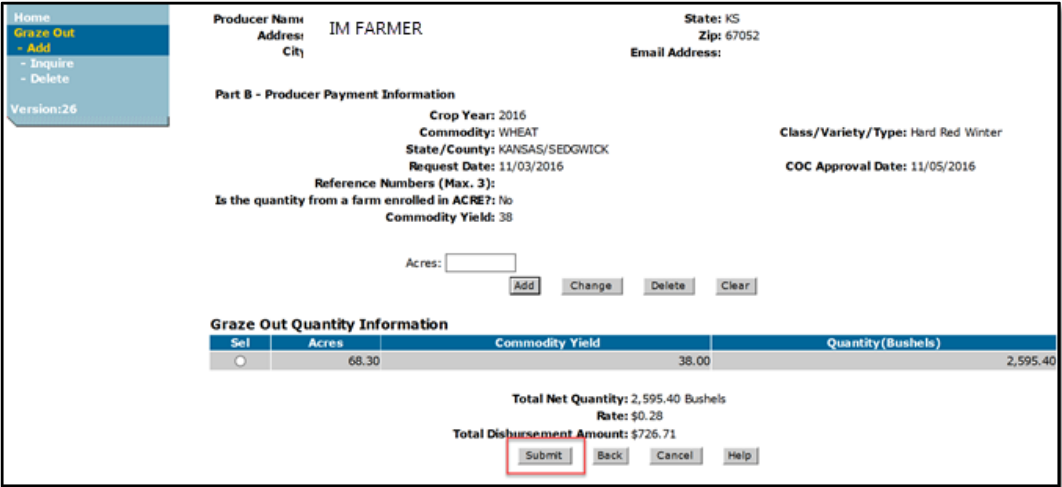
215   Graze-Out Applications (Continued)

B   Action (Continued)

Step	Action
6	On the Graze-Out Location Screen, • using the drop-down select the: • commodity • class/variety/type • state • county • request date • COC approval date • enter the commodity yield • enter the farm number in the reference field **Note**: Graze-out applications require a separate application for each farm number. • CLICK **"Continue".** **Note:** Leave "No" to the question about the farm being enrolled in ACRE.

215   Graze-Out Applications (Continued)

B   Action (Continued)

Step	Action
7	On the Graze Out Payment Information Screen, - enter the graze out acres - CLICK **"Add"**.
8	The Graze Out Payment Information Screen will be redisplayed with the payment amount. CLICK **"Submit"**.

216-299 (Reserved)

Part 6   LDP Servicing

300   General Information

A   Overview

County Offices shall process corrections when the LDP is later determined to contain errors.

B   Corrected LDP's

LDP's originally processed and later corrected or deleted will have a:

- receivable automatically established in NRRS when the corrected amount is less than the original amount

- payable generated in NPS for the difference when the corrected amount is greater than the original amount.

  Note: LDP's that have been certified but **not** approved can be corrected or deleted without a receivable/payable being established.

C   Correcting vs Deleting LDP's

Applications with the following errors cannot be corrected and must be deleted and re-entered:

- application type
- crop year
- commodity
- producer.

301   Correcting LDP's

A   Correcting Application

The following fields can be corrected based on applicable application type:
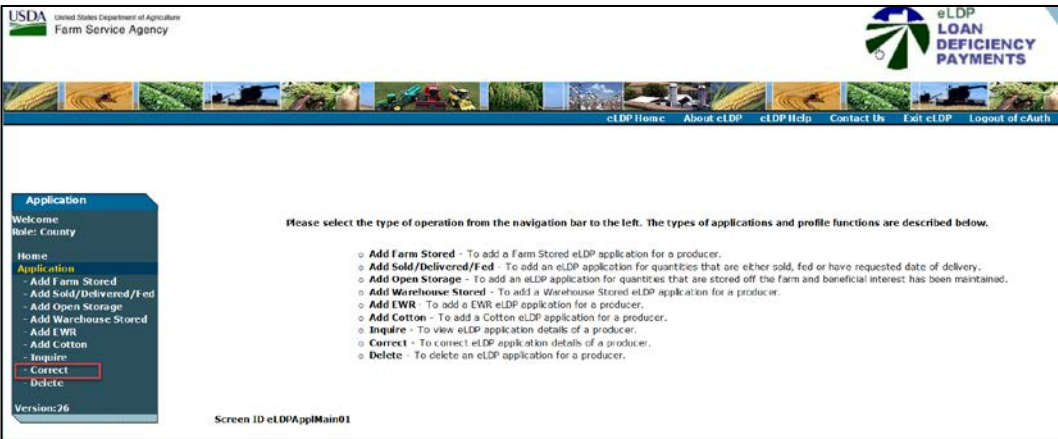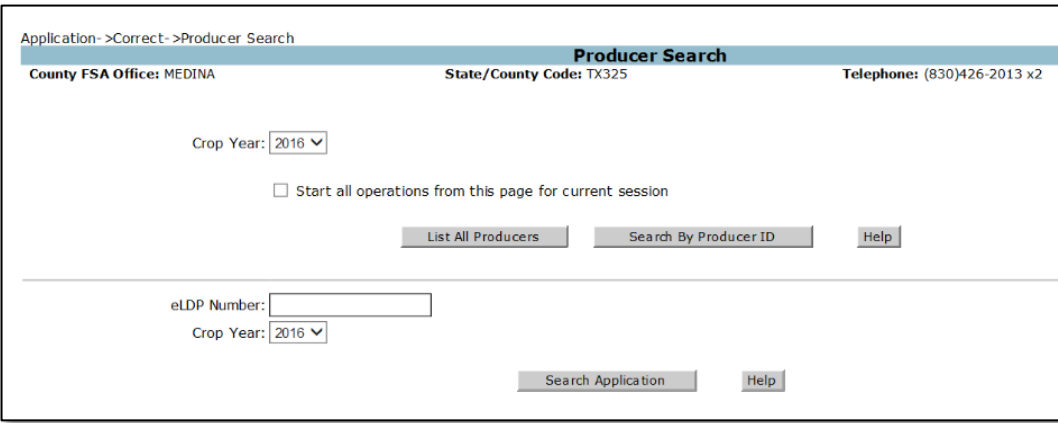
- class/variety/type
- state and county where stored
- requested date
- certification date
- COC approval date
- reference numbers
- warehouse code.

  Note: The commodity and crop year cannot be corrected. For applications in which the incorrect commodity or crop year was entered, the application must be deleted and re-entered according to Part 7.

301   Correcting LDP's (Continued)
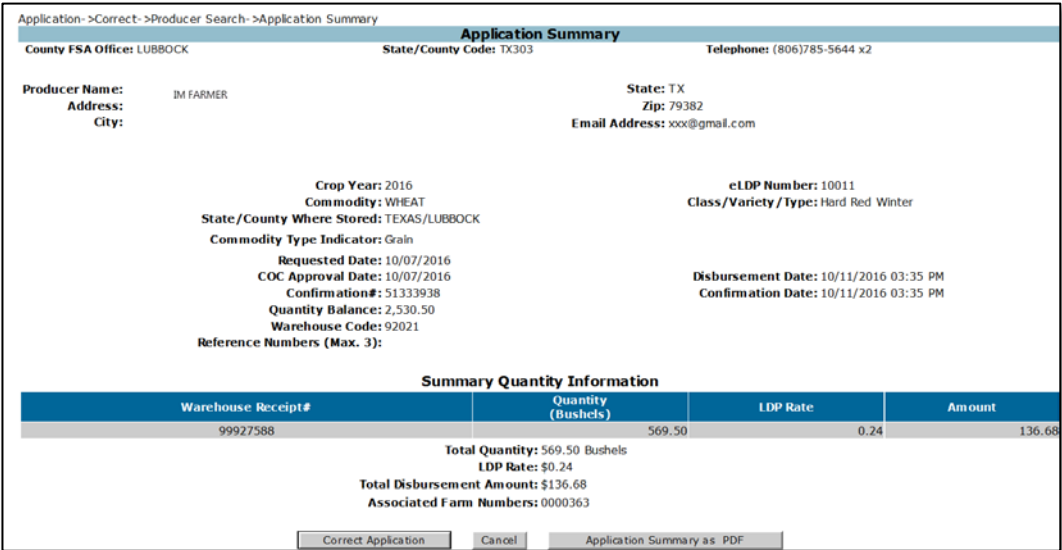
B   Action

County Offices shall process LDP corrections according to the following table.

Step	Action
1	From the eLDP Home Screen, CLICK **"Application".**
2	On the Application Screen, CLICK "**Correct**".
3	On the **"Producer Search"** Screen, Search by LDP number according to either of the following: • producer ID • LDP number.

301   Correcting LDP's (Continued)

B   Action (Continued)

Step	Action
4	On the Application Summary Screen, CLICK "**Correct Application**".
5	On the Storage Location Screen, • make applicable changes based on application type • CLICK **"Continue"**.
6	On the Payment Information Screen, • make applicable changes based on application type • CLICK **"Calculate"**. The Payment Information Screen will be redisplayed updating changes made to the application.

302   Overpayments and Underpayments

A   Overview

Once the correction has been submitted, the Payment Information Screen will be redisplayed. A message will be displayed with the results of the correction.

B   Actions

County Offices shall complete the correction according to the following table.

Result	Action
Underpayment	If the correction results in an underpayment, a message will be displayed indicating the specific amount of the additional payment. The eLDP software will send the additional amount to NPS for processing. • CLICK "**Application Summary as PDF**". An eLDP Summary PDF document will be displayed. County Offices shall print the **eLDP Summary** page and file with the original eLDP application information. • Process the additional payment in NPS according to 1-FI.
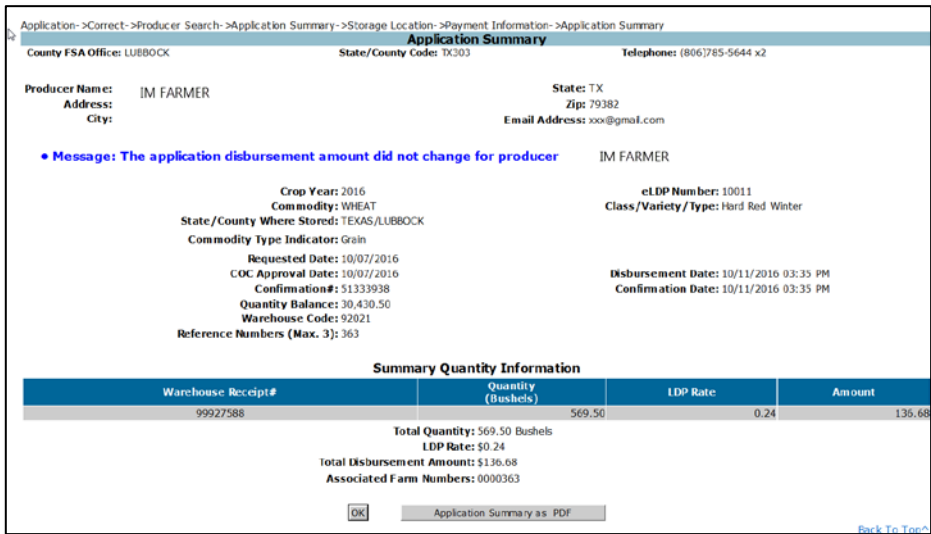
302   Overpayments and Underpayments (Continued)

B   Action (Continued)

Result	Action
Overpayment	If the modifications result in an overpayment, a message will be displayed indicating the specific amount of the receivable being established. • CLICK "**Application Summary as PDF**". An eLDP Summary PDF document will be displayed. County Offices shall print the **eLDP Summary** page and file with the original eLDP application information. • Process receivable in NRRS according to 64-FI.

302   Overpayments and Underpayments (Continued)

B   Action (Continued)

Result	Action
No Change	A message will be displayed indicating that the changes did not affect the payment. In the following example, the certification date was changed. The corrected date resulted in no change to the application amount. CLICK "**Application Summary as PDF**". An eLDP Summary PDF document will be displayed. County Offices shall print the **eLDP Summary** page and file with the original LDP application information.

303   Additional Information for Corrected Applications

A   Additional Prompt Payment Interest for Corrected Applications

For corrected applications due prompt payment interest, software will calculate prompt payment interest on the additional disbursement based on the date of COC approval, plus 30 calendar days up to the date of the additional disbursement.

B   Status Indicators

County Offices can view existing eLDP applications to determine the status of the application. When "Inquire" is selected from the "Application" function, the following screen will be displayed.

C   Example of Corrected Applications

	Crop Year	eLDP Number	Requested Date	Commodity	Total Quantity	Total Amount	Status	Confirmation Number
☐	2016	10001	07/07/2016	WHEAT	5,000.00	250.00	C	52323342
☐	2016	10002	09/20/2016	WHEAT	500.00	95.00		52322431
☐	2016	10003	09/22/2016	WHEAT	500.00	85.00		52323345
☐	2016	10004	09/10/2016	WHEAT	2,000.00	480.00		52322492

4 Records Found   1 to 4 of 4
Select All   Clear All   OK Cancel Help   Application List as PDF
Back To Top^

If:

- "X" is displayed under "Status", the application has been deleted
- "C" is displayed under "Status", the application has been corrected.

304   Deleting Applications

A   Overview

County Offices shall delete LDP's when it has been determined that the application:

- was entered in error
- cannot be corrected according to paragraph 300.

B   Example of Delete Application Screen

Following is an example of the Delete Application Screen.

304   Deleting Applications (Continued)

C   Action

From the eLDP Home Screen:

- CLICK **"Application"**

- CLICK **"Delete"**

- search for applicable producers by clicking either:

    - "**List All Producers**" – a list of all common producers with eLDP profiles will be displayed

    - "**Add Producer ID**" – SCIMS search page will appear allowing user to search by name or Tax ID

- CLICK **"Delete Application**

- a message will be displayed that the application has been successfully deleted.

Notes: A receivable will automatically be established. NRRS automatically sends demand letters according to 64-FI to notify the producer of the amount due.

It may take 5 workdays for the receivable to be uploaded to NPS. After that time, NPS will recognize the receivable and will allow for an offset in the NPS worklist.

305   Spot Checks

A Spot Checks Resulting in a Shortage

When a spot check results in a shortage, County Offices shall:

- correct the application when the corrected quantity is greater than zero
- delete the application when the corrected quantity is zero.

B Spot Checks Resulting in a Violation

When a spot check results in a violation, County Offices shall,

- correct the application when the violated quantity is less than the original quantity
- delete the application when the violated quantity equals the original quantity
- manually prepare a violation letter according to 8-LP.

Important: NRRS-generated receivables will automatically offset the receivable when the next NPS payment is processed. County Offices shall ensure that the receivable has been established in Financial Services before re-entering the eLDP using eLDP web software.

306   Reports

   A   Overview

   Reports are available for:

   - administrative

      - COC yields

   - applications

      - production evidence
      - denied market gain
      - by date/producer
      - by county/commodity
      - by count/amoun.

   - profiles

      - with farm numbers
      - without farm numbers
      - by county/commodity
      - by CCC-633-EZ date field.

   B   Action

   From the eLDP Home Screen, click one of the following, as applicable:

   - **"Admin Reports"** for administrative reports
   - **"Application Reports"** for applications reports
   - **"Profile Reports"** for profile reports
   - enter variables for the reports
   - the specific report is displayed.

307-399 (Reserved)

Part 7   Interim Process

400   General Information

A   Overview

The eLDP software has not been fully updated to accommodate the mandates of the 2014 Farm Bill.

The eLDP software continues to use "person" rules that applied under 1-PL provisions so it is not designed to use direct attribution rules in 5-PL. Efforts are underway to modify this process to use the applicable rules but a projected release date has not yet been defined.

Although these software applications do not fully comply with 5-PL rules, they can be used to compute the LDP amount, as applicable.

B   Software Status

The eLDP software does not accommodate the direct attribution and payment limitation rules under 5-PL provisions. Software enhancements are ongoing; however a temporary solution is needed for any crop where a market gain or LDP is applicable.

To meet the 2014 Farm Bill mandatory requirements, the eLDP software has been modified to process LDP payments regardless of eligibility to generate the full payment.

C   Payment Processing

MLG/LDP amounts recorded in the system are processed every 15 minutes between 6 a.m. and 7 p.m. central time.

Note: See 9-CM for information for accessing the Common Payment Reports System

401   Accessing Interim Process

   A Overview

   The LDP Interim Process is a web-based system developed to record LDP amounts so that
   the applicable eligibility * * * provisions can be applied until the applicable systems can be
   enhanced.

   Note: Currently County Offices are the only authorized users to enter LDP payment
             information in the Interim Process.

   B Accessing LDP Interim Process

   Access the LDP Interim Process from the FSA Intranet Application Page:

   - CLICK "**G-O**"
   - CLICK **"LDP - Interim Loan Deficiency Payment Attribution"**
   - CLICK "**Logon**" to display the eAuthentication Login Screen
   - enter user ID and password or login using LincPass.

   The Market Gain Screen will be displayed.

402   Recording LDP Payments

A   Overview

After the LDP is processed County Offices must enter the payment information in the Interim Process **before** certifying and signing the payment in NPS.

B   Action

County Offices shall record the LDP payment information according to the following table.

Step	Action	Result
1	On the Select an Administrative State/County Screen: • select the crop year associated with the market gain or LDP • select the administrative State and county associated with the producer's loan or LDP • CLICK **"Continue"**.	The Main Menu Screen will be displayed.
2	On the Main Menu Screen, CLICK **"Record a Calculated Payment"**.	The SCIMS Search Screen will be displayed.
3	The SCIMS Search Screen provides various options for selecting a producer. Enter the producer information using the desired option and select the applicable producer to continue.	The Enter a New Loan Number Screen will be displayed with the selected producer name.
4	On the Enter a New Loan Number Screen: • enter the loan number • select the commodity associated with the loan • CLICK **"Continue"**.	The Record a Calculated Payment Screen will be displayed.

402   Recording LDP Payments (Continued)

B   Actions (Continued)

County Offices shall record the LDP payment information according to the following table.

| Step	Action	Result
5	On the Record a Calculated Payment Screen: • enter the transaction date associated with the loan repayment • enter the market gain amount for the selected producer and loan • using the Organization drop-down, SELECT **"County Office"** **Note**: Although CMA's, LSA's, and DMA's are listed, a separate process has been developed to record market gains processed through those organizations. • CLICK **"Submit".**	The Record Calculated Payment Confirmation Screen will be displayed.
6	On the Record Calculated Payment Confirmation Screen, CLICK the "Confirm" button to record the market gain.	The Main Menu will be redisplayed with a message confirming the payment has been added.

403   Enter a New Loan Number Screen

A Overview

The Enter a New Loan Number Screen allows the user to specify the:

- loan number associated with the market gain
- commodity associated with the market gain.

B Example of Enter a New Loan Number Screen (Continued)

Following is an example of the Enter a New Loan Number Screen.

C Options and Corrective Actions

The following options are available on the Enter a New Loan Number Screen.

Option	Action
Change State/County	Option on the left navigation menu allows the user to go back to the Home Screen.
Main Menu	Option on the left navigation menu allows the user to go back to the Main Menu.
Continue	Continues to the Record Calculated Payment Screen.

403   Enter a New Loan Number Screen (Continued)

   C   Options and Corrective Actions (Continued)

   The following error messages may be displayed on the Enter a New Loan Number Screen if
   the data recorded does not meet the applicable validations. Users must correct these
   conditions before proceeding to the next applicable screen.

Error Message	Corrective Action
A Loan Number selection is required	Ensure the loan number has been entered.
A Commodity selection is required	Ensure the commodity was selected from the drop-down list.
Loan Numbers can contain letters and numbers only. No spaces or special characters allowed.	Correct the loan number by removing the spaces and/or special characters, such as hyphens.

404   Record a Calculated Payment Screen

   A   Overview

   The Record a Calculated Payment Screen allows the user to record information about the
   market gain associated with the selected producer and loan repayment.

   Important: The amount recorded on this screen should be the full market gain before any
             eligibility * * * reductions are applied. The attribution process will compute
             the required reductions.

B   Example of Record a Calculated Payment Screen

Following is an example of the Record a Calculated Payment Screen

C   Options and Corrective Actions

The following options are available on the Record Calculated Payment Screen.

Option	Action
Change State/County	Option on the left navigation menu allows the user to go back to the Home Screen.
Main Menu	Option on the left navigation menu allows the user to go back to the Main Menu.
Submit	Displays the confirmation screen to record the payment. Once confirmed, returns to the Main Menu.
Cancel	Discontinues the process and returns to the Main Menu **without** saving the payment amount.

404   Record a Calculated Payment Screen (Continued)

   C Options and Corrective Actions (Continued)

   The following error messages may be displayed on the Record a Calculated Payment Screen if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable screen.

Error Message	Corrective Action
Transaction Date is empty or invalid.	A valid date was not entered.
Transaction date cannot be later than current date.	Date entered must be the date the market gain transaction occurred and cannot be later than the current system date.
Transaction Date must be entered as MMDDYYYY, MM/DD/YYYY, MMDDYY, or MM/DD/YY format.	Re-enter the transaction date. Examples of acceptable dates are as follows: • 10202014 • 102014 • 10/20/2014 • 10/20/14
The amount must use two decimal places.	Re-enter the market gain amount using the following rules. Payment amounts recorded shall:
Payment Amount is empty or not numeric.	• be entered in dollars and cents
Payment amount must be greater than 0.	• not include something other than numeric values, such as a $, comma or character • be greater than $0.00.
Organization selected is required.	For all market gains associated with loans administered by FSA County Offices, SELECT "FSA County Office".

405   Reviewing LDP Payment Results

A Overview

The interim MLG/CCE/LDP attribution process has been developed to:

- run through the applicable eligibility certifications/determinations
- *--attribute amounts to the payment entity and members.--*

B Action

County Offices shall process the LDP through the Interim Process according to the following table.

Step	Action
1	Process the application according to Part 5. Screen print the calculated LDP to be issued to document the amount that will be entered in the Interim Market Gain Attribution process. Complete the payment in eLDP, but do not certify and sign the payment in NPS. Note: If the LDP was erroneously certified and signed and it is later determined that all or part of the market gain is ineligible, correct the application according to Part 6.
2	Access the Interim Loan Deficiency Payment process and record the LDP according to paragraph 402.
3	Review the Submitted Payment Report in the Common Payment Reports System according to 9-CM and paragraph 405.

	IF the Submitted Payment Report indicates the following in the "Reduced Payment" column for the producer…	**THEN …**
	"No"	- the producer is eligible to receive the full LDP - County Offices shall certify and sign the payment in NPS.
	"Yes"	- the producer is not eligible to receive the LDP or a portion of the LDP based on the information currently in the system - proceed to step 4.

405   Reviewing LDP Payment Results (Continued)

B   Action (Continued)

Step	Action
4	The producer will be listed on the Nonpayment Report with the exact reason for ineligibility. **Note**: The interim process runs on a 15 minute timer, but the process for the Nonpayment Report only runs nightly. County Offices shall wait until the next business day to determine the reason for the ineligible condition unless it can be determined by manually reviewing the producer subsidiary files.

IF the condition listed on the Nonpayment Report is…	THEN…
valid and the producer is not eligible for the LDP	proceed to subparagraph B.
invalid and the system needs to be updated to reflect the producer's eligibility	correct the applicable system based on all eligibility documentation on file. The payment will reprocess during the next night's batch process and steps 3 and 4 can be repeated by reviewing the Submitted Payment and Nonpayment Reports. **Note**: Because the nonpayment process is not real time, County Offices shall review all eligibility information to ensure the entire record is updated correctly for the producer. This will prevent further delays with processing the LDP.

406   Common Payment Reports

A   Overview

See 9-CM for additional information on:

- the eligibility rules applicable for MLG's and LDP's
- common payment reports.

B   Reports

The following reports are available for market gain and LDP transactions.

Report	How to Use This Report	Availability of Data
Submitted Payment Report	This reports lists market gain and LDP amounts attributed in full or in part. The "Reduced Payment" column on the report can be used to determine if the market gain or LDP was reduced. If reduced, then the Nonpayment Report can be used to determine the reason for the reduction.	Updated every 15 minutes between 6 a.m. to 7 p.m. central time.
Pending Overpayment Report	This report lists market gain or LDP amounts that have been recorded, then subsequently modified or deleted which would result in the producer being "overpaid". **Example**: Market gain recorded for Producer A. Several weeks later the County Office sets Producer A's AGI eligibility to "Not Compliant". The producer would then be listed on this report. Unlike other programs, this process does not interface to NRRS so the listed overpayment will not be transferred to NRRS.	Updated every 15 minutes between 6 a.m. to 7 p.m. central time.

406   Common Payment Reports (Continued)

   B   Reports (Continued)

Report	How to Use This Report	Availability of Data
Nonpayment Report	This report lists producers and members that are ineligible for the market gain or LDP with the reason of ineligibility. If the reason listed is not valid, then corrective action should be taken to update the applicable system. Once updated, the market gain or LDP will not reprocess until the nightly payment batch. **Recommendation**: If updating eligibility information, County Offices shall review all eligibility criteria to ensure all information is updated for the next batch process. Otherwise, the County Office may have to wait another day to determine if the producer is eligible for the market gain or LDP.	Updated nightly at 3 a.m. central time.
Payment History Summary	Report lists all market gains and LDP's for the selected producer.	Updated nightly at 3 a.m. central time.

407   Modify/Delete Calculated Payment Screen

A Overview

The Modify/Delete Calculated Payment Screen allows the user to modify or delete the market gain that was previously recorded. When modifying amounts, the market gain amount entered:

- shall be the full calculated market gain for the applicable producer and loan

  Example: $1,000.00 was originally recorded as the market gain. It is then determined the market gain was $1,500.00. When modifying, the $1,500.00 should be the modified amount rather than the $500 difference between the original transaction and the actual amount.

- must be recorded in dollars and cents

- must be greater than $0.

B Example of Modify/Delete Calculated a Payment Screen\

Following is an example of the Modify/Delete a Calculated Payment Screen.

407   Modify/Delete Calculated Payment Screen (Continued)

C Options and Corrective Actions

The following options are available on the Modify/Delete Calculated Payment Screen.

Option	Action
Change State/County	Option on the left navigation menu allows the user to go back to the Home Screen.
Main Menu	Option on the left navigation menu allows the user to go back to the Main Menu.
Modify	Displays the Modify Calculated Payment Confirmation Screen to confirm the modified payment amount is correct. Once confirmed: • the payment triggers to reprocess to determine if the producer is over or underpaid • the Main Menu is redisplayed. <table><tr><td>**IF the market gain is…**</td><td>**THEN…**</td></tr><tr><td>earned</td><td>the additional market gain will be processed and attributed to the payment entity and members, if applicable.</td></tr><tr><td>overpaid</td><td>the producer is listed on the Pending Overpayment Report. See 9-CM.</td></tr></table>
Delete	Displays the Delete Calculated Payment Confirmation Screen to confirm the market gain should be deleted. Once confirmed, the payment triggers to reprocess in order to remove the attribution amounts.
Cancel	Discontinues the process and returns to the Main Menu **without** saving the changes made to the market gain amount.

407 Modify/Delete Calculated Payment Screen (Continued)

C Options and Corrective Actions (Continued)

The following error messages may be displayed on the Modify/Delete Calculated Payment Screen if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable screen.

Error Message	Corrective Action
Transaction Date is empty or invalid	A valid date was not entered.
Transaction date cannot be later than current date	Date entered must be the date the market gain transaction occurred and cannot be later than the current system date.
Transaction Date must be entered as MMDDYYYY, MM/DD/YYYY, MMDDYY, or MM/DD/YY format	Re-enter the transaction date. Examples of acceptable dates are as follows: • 10202014 • 102014 • 10/20/2014 • 10/20/14.
The amount must use two decimal places	Re-enter the market gain amount using the following rules. Payment amounts recorded shall:
Payment Amount is empty or not numeric	• be entered in dollars and cents
Payment amount must be greater than 0.	• not include something other than numeric values, such as a $, comma or character • be greater than $0.00.
Organization selected is required.	An organization shall be selected. For all market gains associated with loans administered by FSA County Offices, SELECT "FSA County Office".

Reminder: The Submitted Payment Report is "live" data so it should be refreshed every 15 minutes. However, the Nonpayment Report is not "live" data and the report information is not available until the next business day.

407   Modify/Delete Calculated Payment Screen (Continued)

    C   Options and Corrective Actions (Continued)

IF the producer…	THEN…
fully meets all eligibility requirements and has not reached payment limitation	• the producer is listed on the Submitted Payment Report • "No" is listed in the "Reduced Payment" column.
partially meets eligibility requirements or reaches payment limitation during the processing of the applicable transaction	• the producer is listed on the Submitted Payment Report • "Yes" is listed in the "Reduced Payment" column • the producer is listed on the Nonpayment Report with the specific reason for the nonpayment condition.
does not meet the eligibility requirements or has already reached payment limitation before this transaction was recorded	the producer is listed on the Nonpayment Report with the specific reason for the nonpayment condition.

408   **Modifying/Deleting Calculated Payment**

   A **Overview**

   After the LDP has been entered according to paragraph 402, there may be situations that
   required modifying or deleting the payment.

   B **Action**

   County Offices shall modify/delete the LDP payment information in the Interim Process
   according to the following table

Step	Action	Result
1	On the Select an Administrative State/County Screen: • select the crop year associated with the market gain or LDP • select the administrative state and county associated with the producer's loan or LDP • CLICK **"Continue".**	The Main Menu will be displayed.
2	On the Main Menu, CLICK **"Modify/Delete a Calculated Payment".**	The SCIMS Search Screen will be displayed.
3	The SCIMS Search Screen provides various options for selecting a producer. Enter the producer information using the desired option and select the applicable producer to continue.	The Select a Loan Number Screen will be displayed with the selected producer name.
4	On the Select a Loan Number Screen, select the following for the loan and market gain data that needs to be modified or deleted, select the: • loan number from the drop-down list • market gain data from the drop-down list **Note**: All market gains recorded for the selected loan and producer will be listed in the "Payment" field with the date of the transaction and the commodity code associated with the market gain. • CLICK **"Continue"**.	The Modify/Delete Calculated Payment Screen will be displayed.

408   Modifying/Deleting Calculated Payment (Continued)

    B   Action (Continued)

Step	Action		Result
5	On the Modify/Delete Calculated Payment Screen the recorded market gain amount is displayed.		
	IF the user wants to…	**THEN…**	
	modify the market gain information previously recorded	• the information originally recorded is display • revise the incorrect data • CLICK "**Modify".**	The Modify Calculated Payment Confirmation Screen will be displayed.
	delete the payment	• the information originally recorded is display • CLICK **"Delete".**	The Delete Calculated Payment Confirmation Screen will be displayed.
6	On the Modify/Delete Calculated Payment Confirmation Screen, click **"Confirm"** to modify or delete the payment amount.		The Main Menu will be redisplayed with a message confirming the payment has been modified or deleted.

409   Select a Loan Number Screen

A   Overview

The Select a Loan Number Screen allows the user to select the loan number and transaction that needs to be modified or deleted. The following provisions apply to this screen.

- The "Loan Number" field is a drop-down list that includes all market gain transactions for the selected producer.

- The "Payment" field is a drop-down list that includes all transactions for the selected loan number. The data in the transaction field includes:

  - date the transaction was processed
  - commodity with the transaction occurrence.

Example: The commodity code for Upland Cotton is "6100". For the 1st transaction processed on 10/20/2014, the "10/20/2014 6100-001" is listed in the "Payment" field. If there is another market gain on 10/20/2104, then a second entry will be listed as "10/20/2014 6100-002".

B   Example of the Select a Loan Number Screen

Following is an example of the Select a Loan Number Screen.

409   Select a Loan Number Screen

C   Options and Corrective Actions

The following options are available on the Select a Loan Number Screen.

Option	Action
Change State/County	Option on the left navigation menu allows the user to go back to the Home Screen.
Main Menu	Option on the left navigation menu allows the user to go back to the Main Menu.
Continue	Continues to the Modify/Delete a Calculated Payment Screen.

The following error messages may be displayed on the Select a Loan Number Screen if the data recorded does not meet the applicable validations. Users must correct these conditions before proceeding to the next applicable screen.

Error Message	Corrective Action
A Loan Number selection is required.	Select the loan number from the drop-down list to be deleted or modified.
A Payment selection is required.	Select the transaction from the drop-down list to be deleted. The following data is included for each transaction: • date the transaction was processed • commodity with the transaction occurrence.

410   Handling Partially Ineligible LDP's

A   Overview

When an LDP is partially unearned, a manual receivable must be established **before** certifying and signing the payment in NPS.

Complete the process according to subparagraph 402 B if both of the following apply:

• the amount listed on the Nonpayment Report is less than the LDP amount sent to NPS

• County Office has verified the producer ineligible reason listed on the Nonpayment Report is valid and the producer is not eligible for the full LDP.

410   Handling Partially Ineligible LDP's (Continued)

B   Action

County Offices shall process partially ineligible LDP's through the Interim Process according to the following table.

Step	Action
1	Manually create a new receivable in NRRS using the code "XXLDPCOMM" (where "XX" is the fiscal year and "COMM" is the commodity). **Example:** "16LDPCORN". **Note**: See Exhibit 4 for the commodity abbreviations to replace "COMM".
2	On the New Receivable Page, enter the following.<table><tr><th>Field</th><th>Data Entered</th></tr><tr><td>Date of Indebtedness</td><td>Date in mm/dd/yyyy format.</td></tr><tr><td>Budget Fiscal Year</td><td>Fiscal year of the LDP.</td></tr><tr><td>State/County</td><td>State and county codes where the LDP is administered.</td></tr><tr><td>Program Amount</td><td>Enter ineligible LDP amount.</td></tr><tr><td>Discovery Code</td><td>"Program Operations".</td></tr><tr><td>Basis Code</td><td>Select 1 of the following: • "Noncompliance with Program Requirements" • * * * • "Program Earnings Exceeded" • "Receivable Generated due to Eligibility Issues".</td></tr><tr><td>Reference Type</td><td>LD – Loan Deficiency.</td></tr><tr><td>Reference Number</td><td>LDP Number.</td></tr></table>
3	In the "remarks" section, enter the reason for creating a receivable. Complete the receivable.
4	Certify and sign the payment in NPS. **Note:** Users may need to click "Reset Payment Process" to ensure the receivable is offset.

411 Handling 100 Percent Ineligible LDP's

A Overview

When a producer is determined to be ineligible for the full LDP before it has been certified and signed in NPS, the LDP should be deleted.

Complete the process according to the following if **both** of the following apply:

- the amount listed on the Nonpayment Report is equal to the LDP amount sent to NPS

- County Office has verified the producer ineligible reason listed on the Nonpayment Report is valid and the producer is not eligible for the full LDP.

B Action

LDP applications that are 100 percent ineligible shall be deleted in both the eLDP system according to paragraph 304 **and** the Interim Process according to paragraph 408.

412   Handling Certified and Signed Ineligible LDP's

A Overview

When the LDP has been certified and signed in NPS and is later determined to be ineligible (partial or 100 percent), a manual receivable must be established.

B Action

County Offices shall process ineligible LDP's that have been certified and signed according to the following table.

Step	Action
1	Manually create a new receivable in NRRS using the code "XXLDPCOMM" (where "XX" is the fiscal year and "COMM" is the commodity). **Example:** "16LDPCORN". **Note**: See Exhibit 4 for the commodity abbreviations to replace "COMM".
2	On the New Receivable Screen, enter the following:<table><tr><th>Field</th><th>Data Entered</th></tr><tr><td>Date of Indebtedness</td><td>Date in mm/dd/yyyy format.</td></tr><tr><td>Budget Fiscal Year</td><td>Fiscal year of the LDP.</td></tr><tr><td>State/County</td><td>State and county codes where the LDP is administered.</td></tr><tr><td>Program Amount</td><td>Enter ineligible LDP amount.</td></tr><tr><td>Discovery Code</td><td>"Program Operations".</td></tr><tr><td>Basis Code</td><td>Select 1 of the following: • "Noncompliance with Program Requirements" • * * * • "Program Earnings Exceeded" • "Receivable Generated due to Eligibility Issues".</td></tr><tr><td>Reference Type</td><td>LD – Loan Deficiency.</td></tr><tr><td>Reference Number</td><td>LDP Number.</td></tr><tr><td>Date of Indebtedness</td><td>Date in mm/dd/yyyy format.</td></tr></table>
3	In the "remarks" section, enter the reason for creating a receivable. Complete the receivable.
4	Notify the producer of overpayment according to 64-FI.
5	If the producer is only partially ineligible, do **not** delete the LDP from the Interim *--Process because the eligible amount must be attributed to the payment entity and members.--*

Exhibit 1

Reports, Forms, Abbreviations, and Relegations of Authority

Reports

None.

Forms

This table lists the forms referenced in this handbook.

Number	Title	Display Reference	Reference
CCC-633 EZ	Loan Deficiency Payment (LDP) Agreement and Request		100-104, 200, 202, 206, 209, 212, 306
FSA-578	Report of Acreage		100, 103, 104

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
eLDP	electronic Loan Deficiency Payment	text
RLMS	Representative Link Management System	200

Redelegations of Authority

None.

Exhibit 2

Definitions of Terms Used in This Handbook

Electronic Loan Deficiency Payment (eLDP)

eLDP is a web-based service that provides an **additional** means of farm program delivery to FSA customers (producers) and County Offices to file an application for LDP.

Loan Deficiency Payments (LDP's)

LDP's are payments made to producers who, although eligible to obtain a CCC commodity loan, agree to forgo the loan in return for a payment on the eligible commodity. The LDP amount is the difference between the county loan rate and CCC-determined value for the applicable commodity or class of commodity times the eligible quantity.

National Payment Service (NPS)

NPS is a centralized, web-based accounting application that interfaces with web-based program applications to complete payment processes

.

National Receipts and Receivables Service (NRRS)

NRRS is a centralized, web-based accounting application that interfaces with web-based program applications to complete receipts and recevables processes

.

Open Storage

Open storage means commodities delivered to a CCC-approved, Federally- or State-licensed warehouse and stored without a negotiable warehouse receipt, although a receipt can be issued.

Required Check

A required check is the mandatory spot-check requirement for a loan of a COC or STC member, FSA employee, or producer otherwise so designated by COC.

Spot Check

A spot check of a loan or LDP is the onsite measuring and quality determination of a farm-stored commodity in its storage structure for total random selections, or the visual inspection of a commodity in its storage structure for related loans and LDP's.

Exhibit 3

Menu and Screen Index

The following menus and screens are displayed in this handbook.

Title	Reference
Add Joint Operation Information Message Screen	102
Add Joint Operation Percentages Screen	102
Add Profile Terms and Conditions Screen	101, 102
Add Profile Yield Information Screen	101
Application Summary Screen	301
Bin Calculator Screen	205
Change Profile Yield Information Screen	103, 104
County Commodity Yield Screen	50
County e-mail Address Screen	52
Crop Year Screen	102, 215
Customer Profile Screen	100-104
Delete Application Screen	304
Delete Profile Screen	106
eLDP Home Screen	21, 101
Enter a New Loan Number Screen	403
Farm-Stored Application Payment Information Summary Screen	214
Farm-Stored Application Storage Location Payment Information Screen	203
Farm-Stored Application Storage Location Screen	202
Farm-Stored Application Summary Screen	204
Graze-Out Location Screen	215
Graze-Out Payment Information Screen	215
Graze Out Screen	215
Inquire Customer Profile	105
Joint Operations Member Summary Screen	102
LDP Application Screen	201
Modify/Delete a Calculated Payment Screen	407
Open Storage Application Payment Information Screen	210
Open Storage Application Payment Information Summary Screen	211
Producer List-Graze Out Application Screen	215
Producer Search Screen	104, 301
Record a Calculated Payment Screen	404
Select a Loan Number	409
Sold/Delivered/Fed Application Storage Location Screen	206
Sold/Delivered/Fed Application Storage Location Payment Information Screen	207
Sold/Delivered/Fed Application Payment Information Summary Screen	208
Warehouse Stored Application Storage Location Screen	212
Warehouse-Stored Application Payment Information Screen	213

Exhibit 4
(Par. 410, 412)

Commodity Abbreviations

Use the following abbreviations to replace "COMM" when manually creating a receivable in NRRS using the code "XXLDPCOMM".

Commodity	COMM Abbreviation
Barley	BRLY
Canola Seed	CAN
Chickpeas (large and small)	CHKP
Cotton Seed (Oilseed)	CNS
Corn	CORN
Crambe Oilseed	CRAM
Flaxseed	FLX
Grain Sorghum	SORG
Honey	HONY
Lentils (Dry)	LEND
Mustard Seed	MUS
Oats	OATS
Peanuts	PNUT
Peas (dry whole)	PEAD
Rapeseed	RAP
Rice	RICE
Safflower Seed	SAF
Sesame	SEME
Soybean	SOYA
Sunflower (oil type and confectioner)	SUN
Sunflower Seed	SFN
Unshorn Pelts	PELT
Upland Cotton	UPCN
Wheat	WHT
Wool	WOOL