

FSA
HANDBOOK

Price Support Loan and
LDP Administrative Systems

To access the transmittal page click on the short reference

For State and County Offices

SHORT REFERENCE

17-PS

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

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**Price Support Loan and
LDP Administrative Systems
17-PS**

Amendment 1

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reason for Issuance

This handbook has been issued to provide procedure for web-based administrative systems for loans and LDP's.

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Part 1 General Information

1 General Information

A Purpose

This handbook provides automation procedure to State and County Offices for using the loan and LDP administrative systems.

B Authority and Responsibilities

PDD has the authority and responsibility for the instructions in this handbook. PSD has the authority and responsibility for loan and LDP policy.

C Related Handbooks

The following table lists FSA handbooks related to the loan and LDP administrative systems.

IF the area of concern is about...	THEN see...
acreage and compliance	2-CP.
commodity data specific to wheat, feed grains and oilseeds	2-LP Grains and Oilseeds.
CMA's, DMA's, and LSA's	1-CMA.
cotton	21-CN.
customer data management	11-CM.
LDP automation	10-SU.
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.
loan automation	16-PS.
sugar loans	10-SU.

2 Responsibilities and Functionality

A Background

The responsibilities for loan functions described in this paragraph are in addition to the responsibilities in 7-CN, 21-CN, applicable 2-LP, 8-LP, 15-PS, 16-PS, and 10-SU.

B Office Responsibilities

The following table describes the responsibilities of each office for loan activity.

Office	Responsibilities
PDD	<ul style="list-style-type: none"> • Develop and implement web-based processes to support loan and LDP functions in State and County Offices. • Provide procedural assistance to State Offices on data entry requirements and software operations.
PSD	<ul style="list-style-type: none"> • Provide program MAL and LDP policies for administering and delivering price support programs.
State Offices	<ul style="list-style-type: none"> • Provide application training to County Offices. • Provide procedural assistance to County Offices on data entry requirements and software operations.
KC-ITSD and KCCO	<ul style="list-style-type: none"> • Provide technical assistance to State and County Offices on nonprogram-related problems. • Assist in correcting inventory data received from County Offices.

C Functionality

Follow the instructions in this handbook for performing administrative functions related to loans and LDP's.

4-19 (Reserved)

Part 2 Warehouse Information

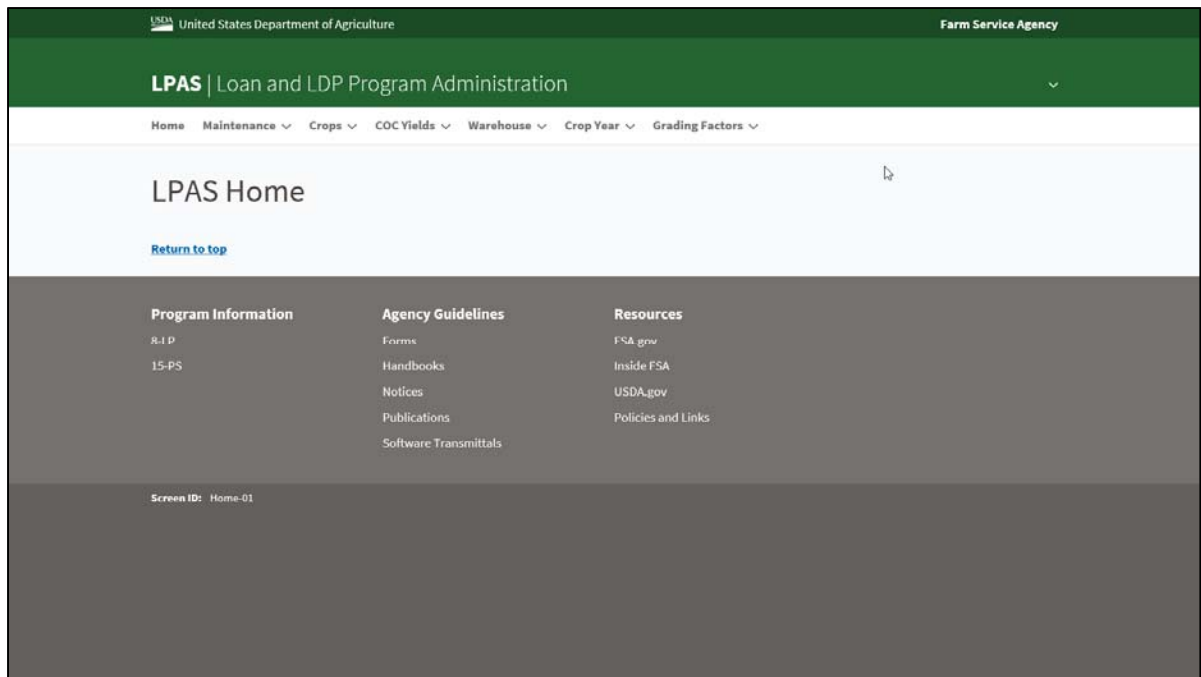
20 General Information

A Overview

LPAS is a web-based system that is used by National, State and County Office users to record administrative information as it relates to loan and LDP programs.

B Example of LPAS Home

The following is an example of the LPAS Home Screen.



C Access

Access the LPAS System from the FSA Intranet Application Page located at <http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp>.

From the FSA Intranet Application Page:

- CLICK “G-O”
- CLICK “Loan and LDP Program Administration System”.

21 Warehouse Menu Screen

A Overview

Eligible warehouse information according to 8-LP is maintained in LPAS.

Eligible approved warehouses are 1 of the following:

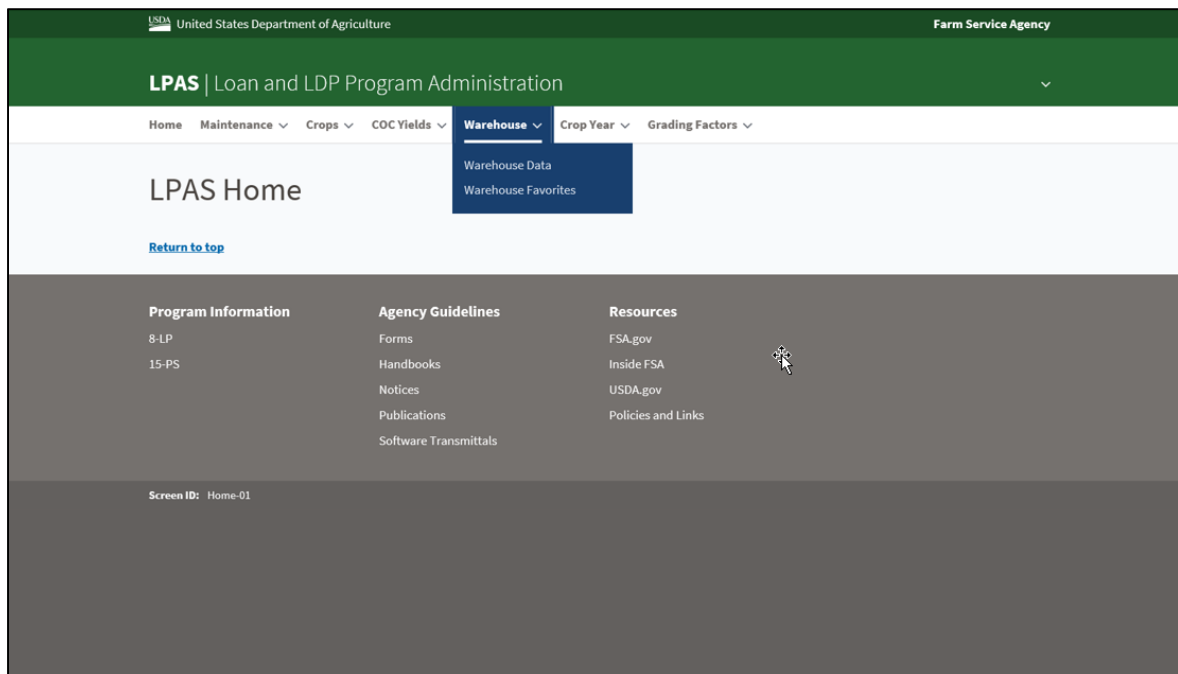
- Federally licensed
- State licensed
- unlicensed but UGRSA approved.

LPAS provides the ability to:

- view and search warehouses
- request additional warehouses to be added
- create, edit, or delete a list of favorite warehouses.

B Example of Warehouse Menu Screen

The following is an example of the Warehouse Menu Screen in LPAS.



21 Warehouse Menu Screen (Continued)

C Action

On the LPAS Home Screen:

- CLICK “Warehouse”
- CLICK “Warehouse Data” from the drop-down menu.

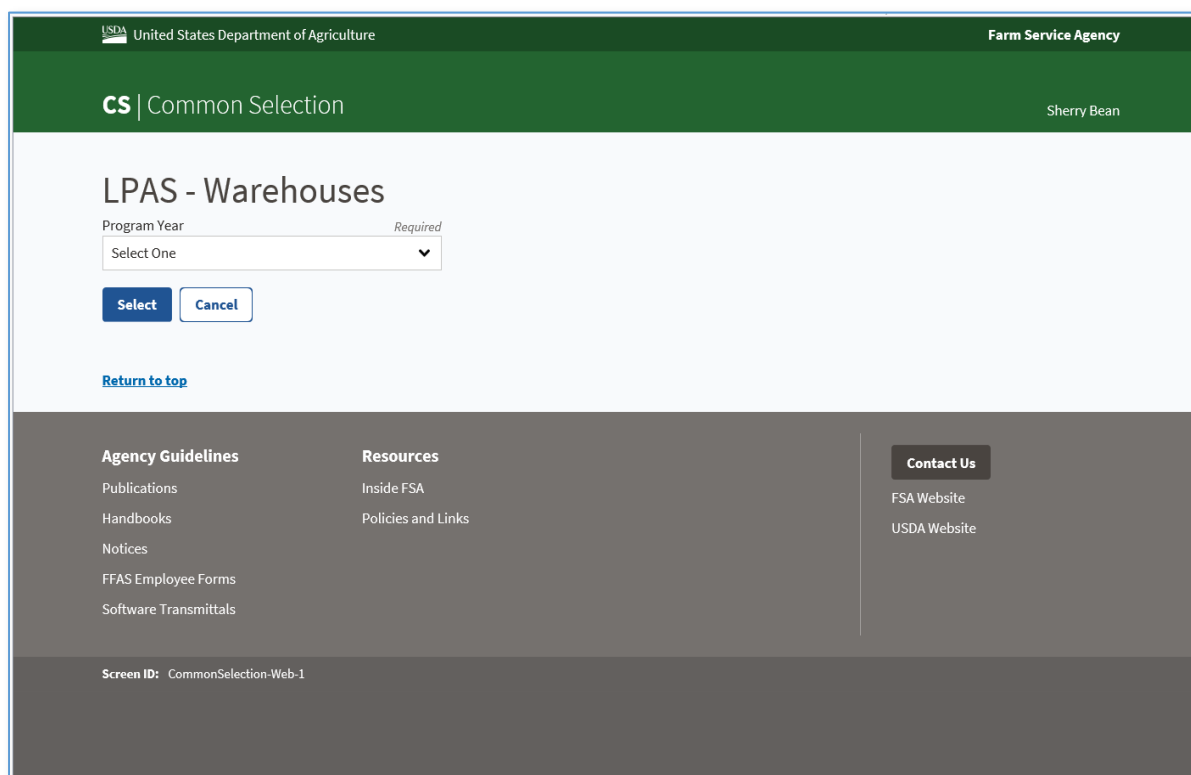
22 Warehouse Program Year Screen

A Overview

The Warehouse Program Year Screen allows all users to select the program year.

B Example of Warehouse Program Year Screen

The following is an example of the Warehouse Program Year Screen.



C Action

On the LPAS Warehouse Program Year Screen:

- Select the program year from the drop-down menu
- CLICK “Select”.

23 Warehouse Data Screen

A Overview

The Warehouse Data Screen allows users to view warehouses based on criteria entered.

B Example of Warehouse Data Screen

The following is an example of the Warehouse Data Screen.

The screenshot shows the LPAS (Loan and LDP Program Administration) interface. At the top, there is a green header with the USDA logo, "United States Department of Agriculture", and "Farm Service Agency". Below the header, the main title "LPAS | Loan and LDP Program Administration" is displayed. A navigation menu includes "Home", "Maintenance", "Crops", "COC Yields", "Warehouse", "Crop Year", and "Grading Factors". The main content area is titled "Warehouse Data". A "Crop Year : 2020" label is shown next to a "Change Selection" button. Under the "Search Criteria" section, there are four input fields: "Warehouse Name" (text box), "Warehouse Code" (text box), "Physical Location State" (dropdown menu with "Select One" and a downward arrow), and "Physical Location County" (dropdown menu with "Select One" and a downward arrow). A "Search" button is located at the bottom left of the search criteria section.

23 Warehouse Data Screen (Continued)

C Action

On the LPAS Warehouse Data Screen, enter 1 or more of the following search criteria:

- warehouse name
- warehouse code
- physical location State
- physical location county.

Note: At least 1 search criteria must be entered. To narrow the search results, add more than 1 search criteria.

CLICK “Search”.

24 Warehouse Data Results Screen

A Overview

The Warehouse Data Results Screen displays the results based on the criteria entered according to subparagraph 23 C.

B Example of Warehouse Data Results Screen

The following is an example of the Warehouse Data Results Screen

The screenshot shows the LPAS (Loan and LDP Program Administration) interface. At the top, it identifies the user as being from the Farm Service Agency. The main heading is "Warehouse Data". Below this, there is a "Crop Year" dropdown set to "2021" with a "Change Selection" button. A "Search Criteria" section contains a "Filters" input field with "CODE: 85505" entered and an "Edit Search Criteria" link. The "Warehouse Search Results" section displays a table with the following data:

Warehouse Name	Location Name	Warehouse Code	Physical Location State	Physical Location County	License Type	Approved
COOPERATIVE PRODUCERS INC	COOPERATIVE PRODUCERS INC-HANSEN NE &WH&	85505	Nebraska	Adams	STATE	Yes
COOPERATIVE PRODUCERS INC	COOPERATIVE PRODUCERS INC-PROSSER NE &WH&	85505	Nebraska	Adams	STATE	Yes
COOPERATIVE PRODUCERS INC	COOPERATIVE PRODUCERS INC-HOLSTEIN NE &WH&	85505	Nebraska	Adams	STATE	Yes
COOPERATIVE PRODUCERS INC	COOPERATIVE PRODUCERS INC-JUNIATA NE &WH&	85505	Nebraska	Adams	STATE	Yes

At the bottom left of the screen, there is a "Return to top" link.

24 Warehouse Data Results Screen (Continued)

C Requesting Warehouses Not in LPAS

If the warehouse is not displayed in LPAS, review the approved warehouse listing according to 8 LP.

If the warehouse is on the approved listing, the County Office must contact the State Office to request the addition of the approved warehouse into the National database.

Information needed for the request:

- warehouse business name
- warehouse location name
- State
- county
- warehouse code
- license type.

25 Warehouse Favorites

A Overview

County office users can create a list of warehouses favorites based on warehouses commonly used in their counties.

Note: These favorites will default for any user associated with the State and county.

B Action

On the LPAS Home Screen:

- CLICK “Warehouse”
- CLICK “Warehouse Favorites” from the drop-down menu.

25 Warehouse Favorites (Continued)

C Example of LPAS Warehouse Favorites Screen

The following is an example of the LPAS Warehouse Favorites Screen.

D Field Descriptions and Actions for Warehouse Favorites Screen

The following table provides the field descriptions and actions for creating a warehouse favorite.

Field/Button	Description	Action
Program Year	Identifies the program year of the warehouse favorite list. Note: Once a year is selected, the warehouse favorite list will roll over from year to year.	Select the program year from the drop-down menu.
Show All States and Counties	Radio button that a user can select to display States and counties. Note: This is a view-only option if the user is not associated with that State and county.	
Remember State and County Selected	Radio button a user can use to default to the selected State and county.	

25 Warehouse Favorites (Continued)

D Field Descriptions and Actions for Warehouse Favorites Screen (Continued)

State	Identifies the State associated to the user, or if “Show All States and Counties” is selected, the State to view.	Select the State associated with the user or the State to view from the drop-down menu.
County	Identifies the county associated with the user’s State, or if “Show All States and Counties” is selected, the county to view. Note: This will auto populate for the user associated with 1 county or multiple counties.	Select the county associated with the user or the county to view from the drop-down menu.
Select		CLICK “Select” to proceed to next screen.
Cancel		CLICK “Cancel” to cancel the process.

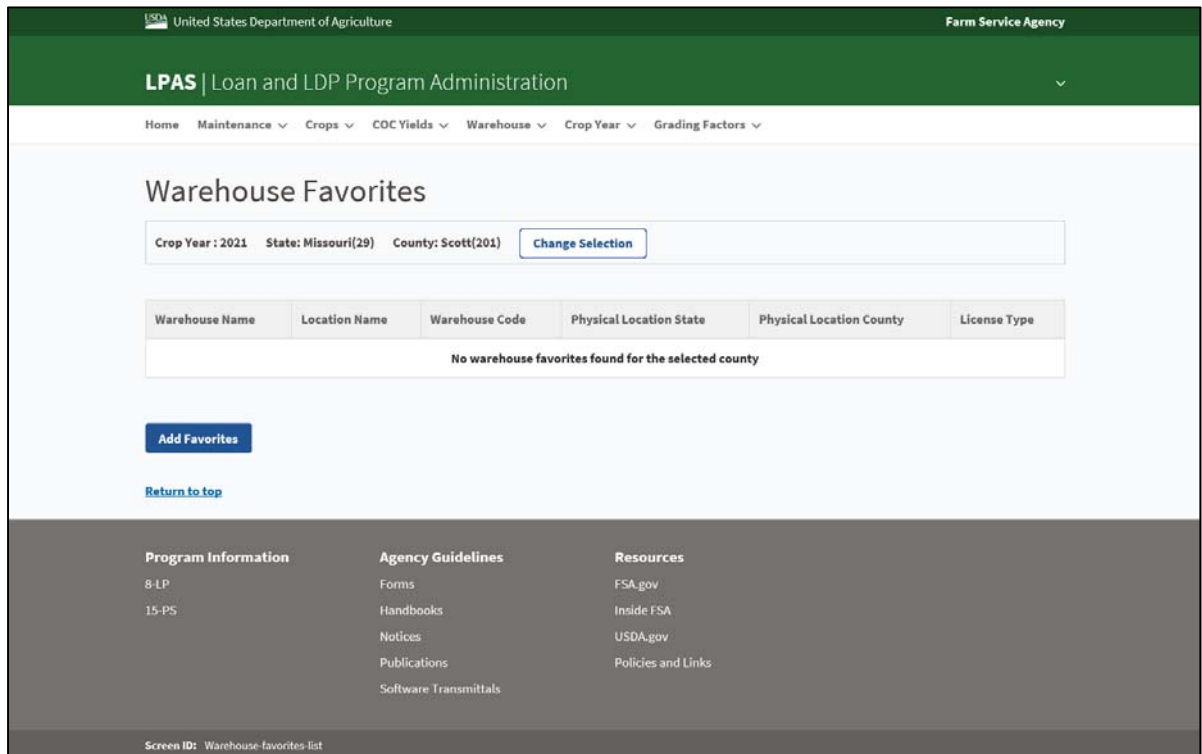
26 Creating Warehouse Favorites

A Overview

The Warehouse Favorites Screen allows the user to create a list of warehouse favorites for the specific county. The selection will default for any user associated with the State and county.

B Example of Warehouse Favorites Screen

The following is an example of the Warehouse Favorites Screen.



26 Creating Warehouse Favorites (Continued)

C Action

On the Warehouse Favorites Screen;

- CLICK “Add Favorites”
- follow paragraph 27 to complete the process of creating a warehouse favorite.

Note: If the State and county displayed are incorrect, click “Change Selection” to return to the previous screen to modify.

27 Adding Warehouses to Warehouse Favorites

A Overview

The Add Warehouse Favorites Screen allows the user to add warehouses to a list of favorites. One or more search criteria must be selected before selecting a specific warehouse.

B Example of Add Warehouse Favorites Screen

The following is an example of the Add Warehouse Favorites Screen.

The screenshot shows the 'Add Warehouse Favorites' interface. At the top, it identifies the user as being in the 'Farm Service Agency' and provides navigation options. The main content area is titled 'Add Warehouse Favorites' and includes a filter bar showing 'Crop Year: 2020', 'State: Florida(12)', and 'County: Highlands(055)'. Below this, a 'Search Criteria' section contains several input fields: 'Warehouse Name', 'Warehouse Code', 'Physical Location State' (a dropdown menu currently showing 'Select One'), and 'Physical Location County' (another dropdown menu showing 'Select One'). At the bottom of the search criteria section is a 'Search' button. Below the search criteria section is a 'Cancel' button. At the very bottom of the page is a 'Return to top' link.

27 Adding Warehouses to Warehouse Favorites (Continued)

C Field Descriptions and Actions for the Add Warehouse Favorites Screen

The following table provides the field descriptions and actions for adding warehouses to a list of favorite warehouses.

Field/Button	Description	Action
Header		
Crop Year	Identifies the crop year selected.	
State	Identifies the State selected.	
County	Identifies the county selected.	
Change Selection		If State and county selected are incorrect, click “Change Selection” to return to previous screen to modify.
Search Criteria		
Warehouse Name	Identifies the name of the warehouse.	Enter the name of the warehouse.
Warehouse Code	Identifies the 5-digit warehouse code.	Enter the warehouse code.
Physical Location State	Identifies the State where the warehouse is physically located.	Select the State from the drop-down menu.
Physical Location County	Identifies the county where the warehouse is physically located.	Select the county from the drop-down menu.
Search		CLICK “Search” to proceed to next screen.
Cancel		CLICK “Cancel” to cancel the process.

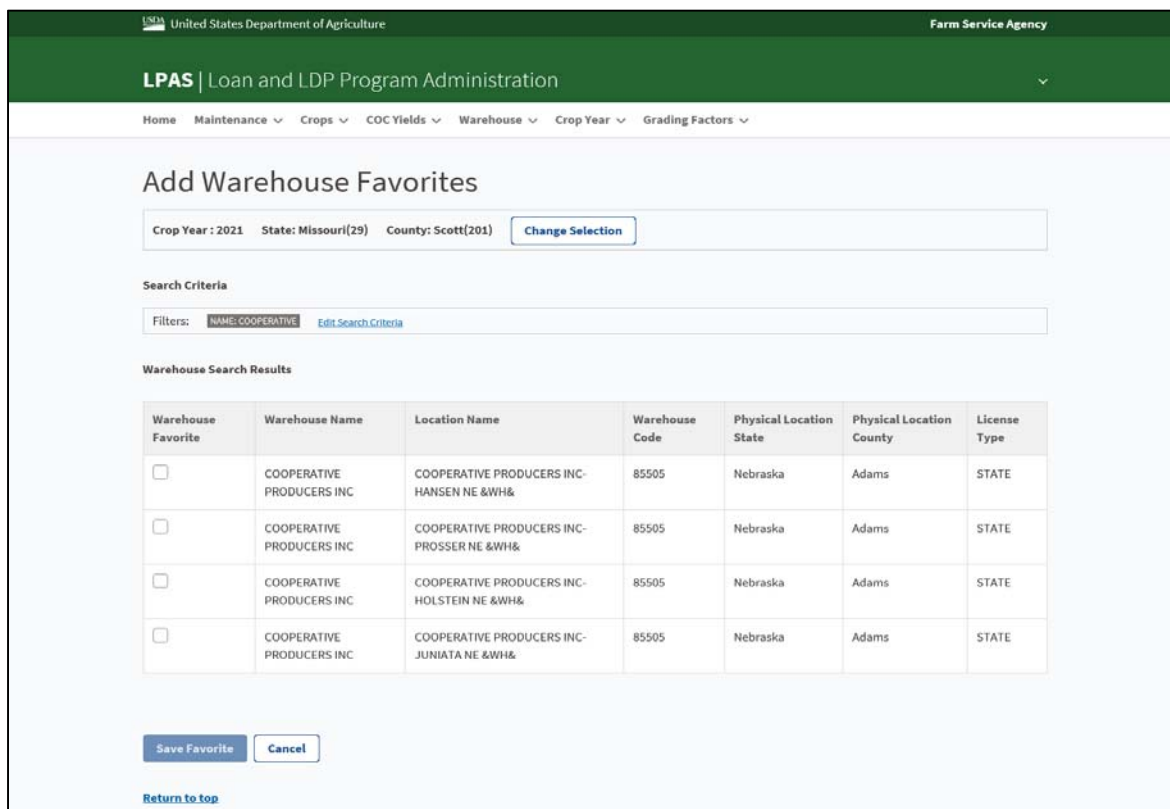
28 Add Warehouse Favorites Screen

A Overview

The Add Warehouse Favorites Screen allows the user to add the specific warehouse to Warehouse Favorites.

B Example of Add Warehouse Favorites Screen

The following is an example of Add Warehouse Favorites Screen.



C Action

On the Add Warehouse Favorites Screen:

- click the radio button of the applicable warehouse
- CLICK “Save Favorite”
- repeat the process until all warehouses have been selected based on the search criteria
- CLICK “Change Selection” to revise the search criteria to add additional warehouses and follow paragraph 26
- CLICK “Home” when all desired warehouse selections have been added.

29 Deleting Warehouses From Warehouse Favorites

A Overview

A warehouse can be deleted from the list of favorites at any time. The deleted warehouse will then be deleted for any user associated with the State and county.

B Action

From the LPAS Home Screen:

- CLICK “Warehouse”
- CLICK “Warehouse Favorites” from the drop-down menu
- CLICK “Delete Favorites”
- click the radio button of the warehouse to delete
- CLICK “Delete”.

Reports, Forms, Abbreviations, and Delegations of Authority

Reports

None.

Forms

None.

Abbreviations Not in 1-CM

Approved Abbreviation	Term	Reference
LPAS	Loan and LDP Program Administration System	Part 2
PDD	Program Delivery Division	1, 2

Delegations of Authority

None.

Menu and Screen Index

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