

**FSA**  
**HANDBOOK**

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Price Support Loan and  
LDP Administrative Systems

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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



**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

|  |                    |
|--|--------------------|
| <b>Price Support Loan and<br/>LDP Administrative Systems<br/>17-PS</b> | <b>Amendment 2</b> |
|--|--------------------|

**Approved by:** Deputy Administrator, Farm Programs



**Amendment Transmittal**

**A Reasons for Amendment**

Part 3 has been added to provide procedure for entering web-based COC Yields to be used by the forthcoming Reasonable Quantity Management System for loans and LDP's.

Part 4 has been added to provide procedure for entering web-based State Maximum Moisture for loans and LDP's and for forthcoming warehouse receipt validations.

| <b>Page Control Chart</b> |  |                |
|---------------------------|--|----------------|
| <b>TC</b>                 | <b>Text</b>  | <b>Exhibit</b> |
| 1, 2                      | 2-13<br>3-1 through 3-10 (add)<br>3-11 (add)<br>4-1 through 4-14 (add) | 3, page 1      |



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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.

| <b>IF the area of concern is about...</b>                  | <b>THEN see...</b>        |
|--|---------------------------|
| 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"> <li>• Develop and implement web-based processes to support loan and LDP functions in State and County Offices.</li> <li>• Provide procedural assistance to State Offices on data entry requirements and software operations.</li> </ul> |
| PSD              | <ul style="list-style-type: none"> <li>• Provide program MAL and LDP policies for administering and delivering price support programs.</li> </ul>  |
| State Offices    | <ul style="list-style-type: none"> <li>• Provide application training to County Offices.</li> <li>• Provide procedural assistance to County Offices on data entry requirements and software operations.</li> </ul>   |
| KC-ITSD and KCCO | <ul style="list-style-type: none"> <li>• Provide technical assistance to State and County Offices on nonprogram-related problems.</li> <li>• Assist in correcting inventory data received from County Offices.</li> </ul>  |

**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

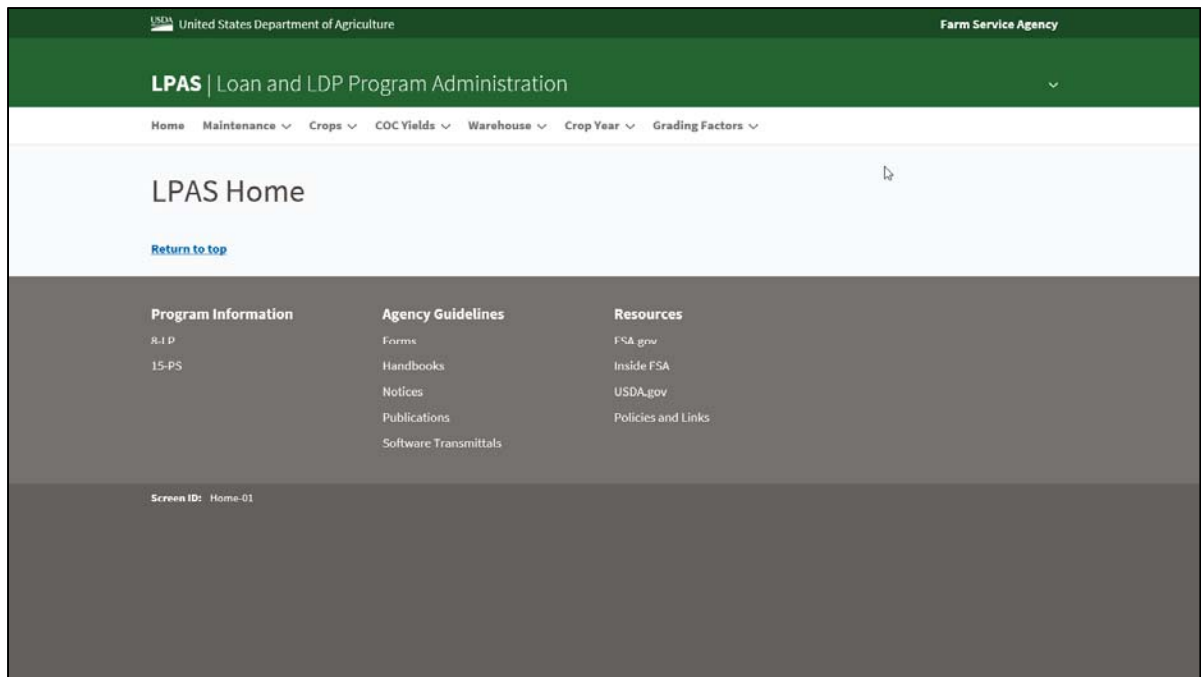
### 20 General Information

#### 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:

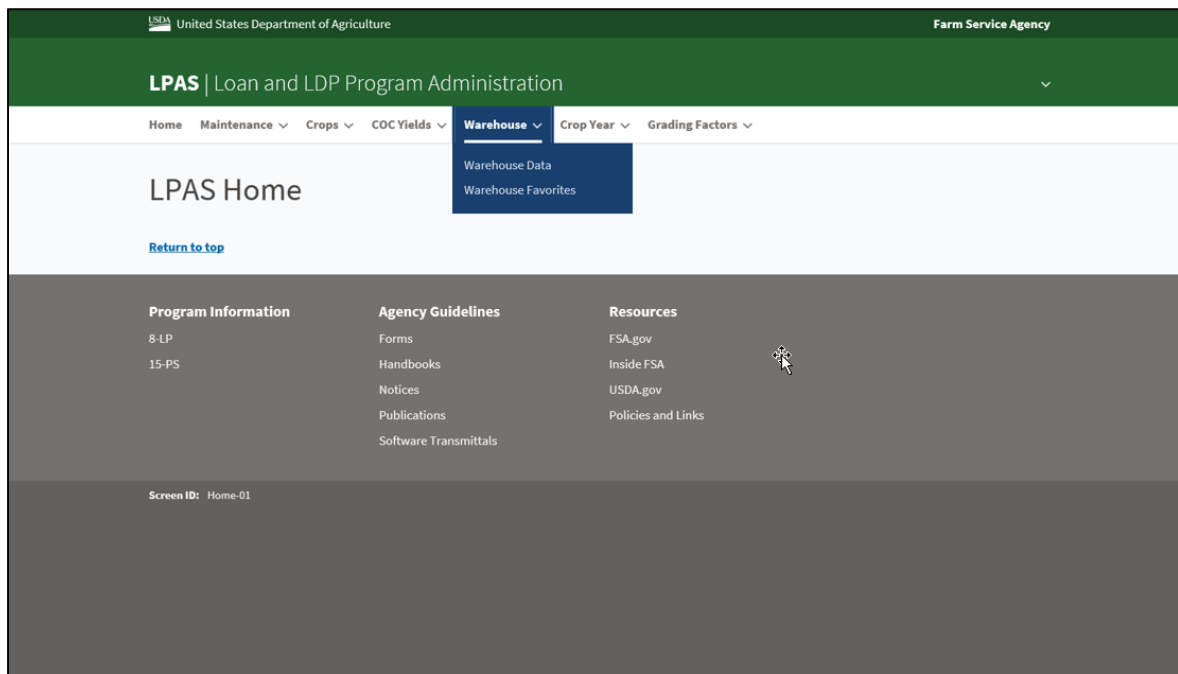
- Federally licensed
- State licensed
- unlicensed but UGRSA approved.

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 bar contains links for "Home", "Maintenance", "Crops", "COC Yields", "Warehouse", "Crop Year", and "Grading Factors". The main content area is titled "Warehouse Data". Below the title, there is a section for "Crop Year" showing "2020" and a "Change Selection" button. Underneath is a "Search Criteria" section with four input fields: "Warehouse Name" (text input), "Warehouse Code" (text input), "Physical Location State" (dropdown menu with "Select One" selected), and "Physical Location County" (dropdown menu with "Select One" selected). A "Search" button is located at the bottom 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.<br><br><b>Note:</b> 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.<br><br><b>Note:</b> 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.<br><br>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.   |

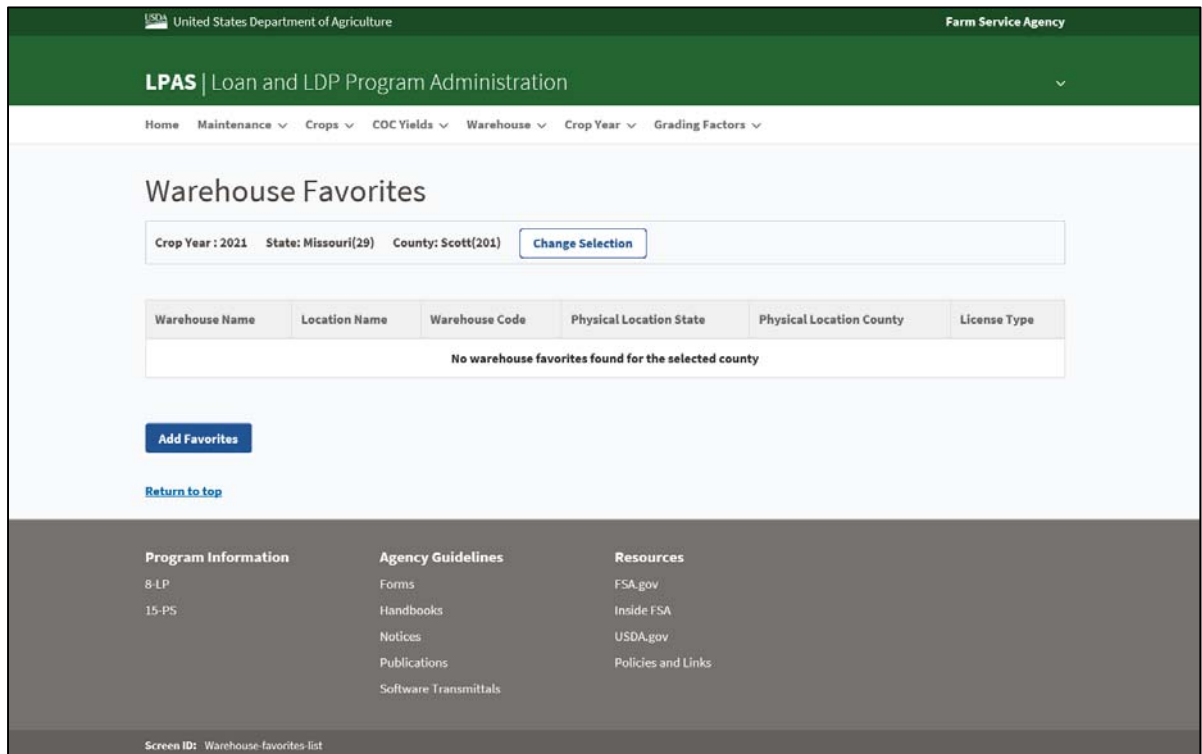
## 26 Creating Warehouse Favorites

### 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 like 'Home', 'Maintenance', 'Crops', 'COC Yields', 'Warehouse', 'Crop Year', and 'Grading Factors'. The main heading is 'Add Warehouse Favorites'. Below this, there are filters for 'Crop Year : 2020', 'State: Florida(12)', and 'County: Highlands(055)', with a 'Change Selection' button. The 'Search Criteria' section contains input fields for 'Warehouse Name' and 'Warehouse Code', and dropdown menus for 'Physical Location State' (set to 'Select One') and 'Physical Location County' (set to 'Select One'). There are 'Search' and 'Cancel' buttons at the bottom, and 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.

| <b>Field/Button</b>      | <b>Description</b>   | <b>Action</b>  |
|--------------------------|--|--|
| <b>Header</b>            |  |  |
| 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. |
| <b>Field/Button</b>      | <b>Description</b>   | <b>Action</b>  |
| <b>Search Criteria</b>   |  |  |
| 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.  |

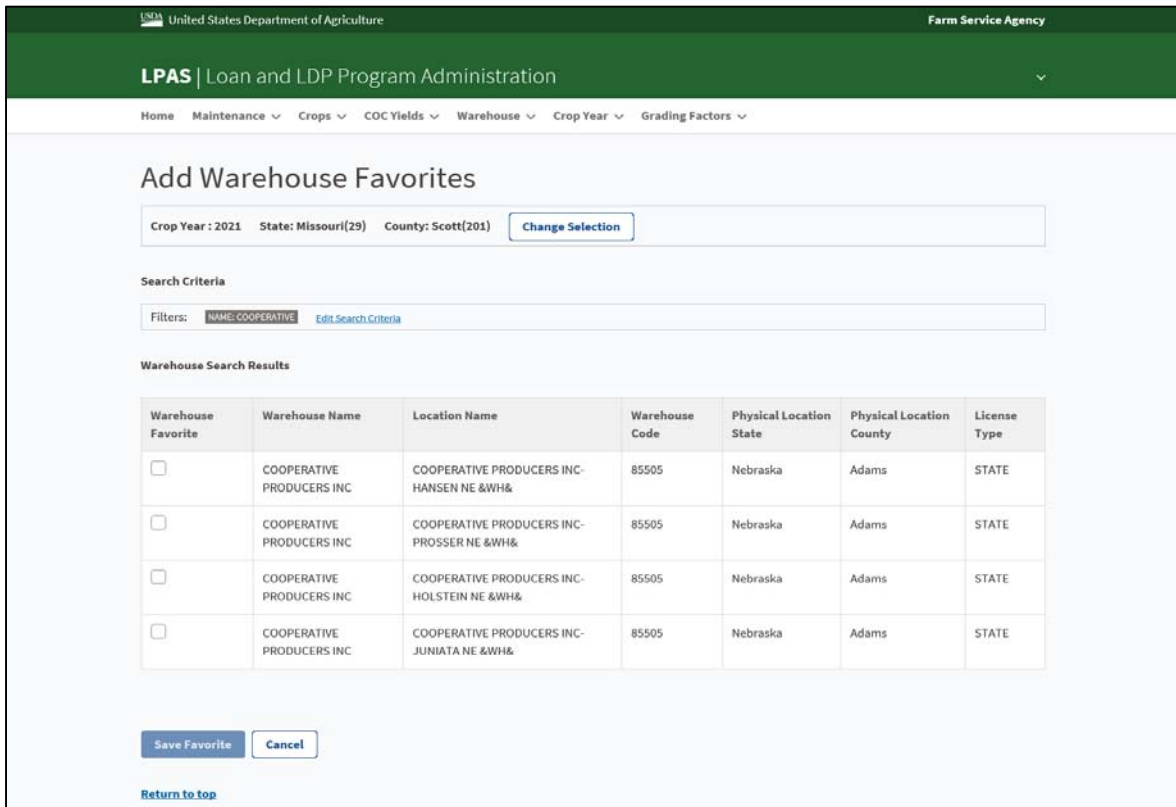
## 28 Add Warehouse Favorites Screen

### 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”.

30-99 (Reserved)



## \*--Part 3 COC Yields

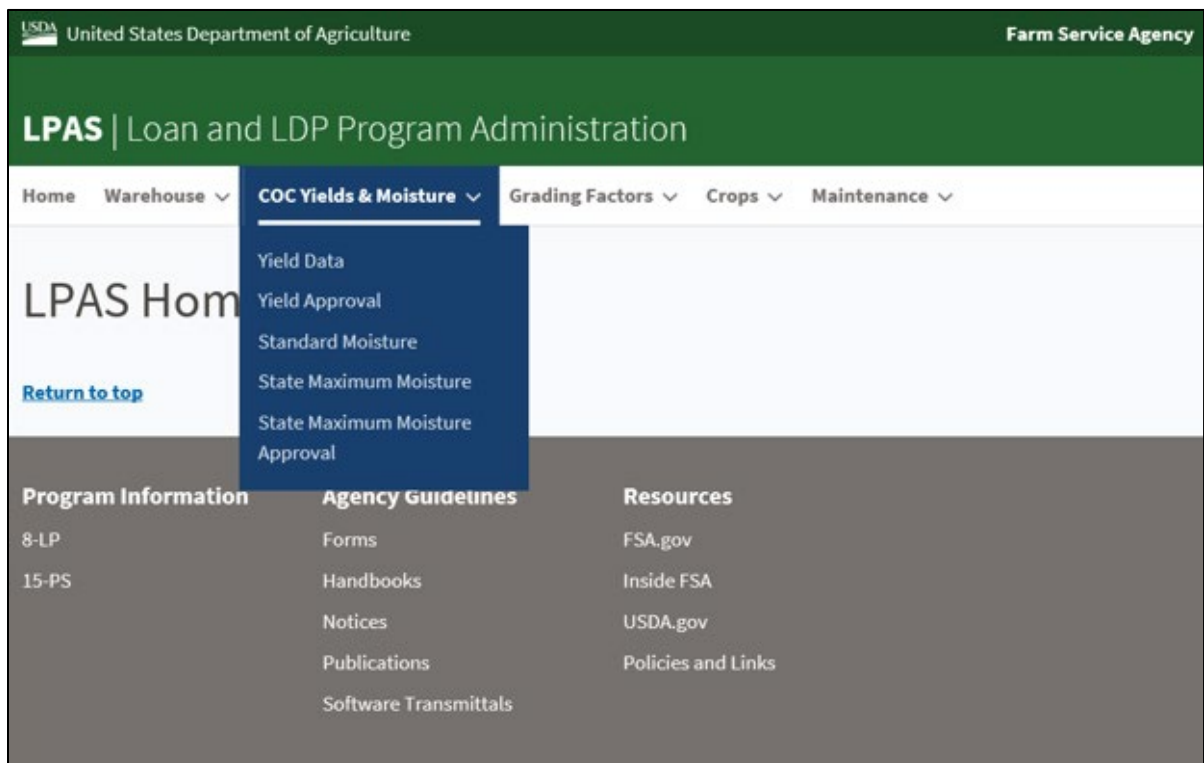
## 100 COC Yields Main Menu

## A Overview

COC Yield information is determined annually according to 8-LP and is maintained in LPAS. LPAS provides the ability to enter or edit COC yields by practice.

## B Example of COC Yields Menu Screen

The following is an example of the COC Yield Menu Screen.



## C Action

Access the COC Yield Data from the LPAS Home Screen according the following:

- CLICK “COC Yields & Moisture”
- CLICK “Yield Data” from the drop-down menu.--\*

\*--101 COC Yields Screen

A Overview

This screen allows users to select the program year, State, and county.

B Example of COC Yields Screen

The following is an example of the COC Yield Screen.

USDA United States Department of Agriculture Farm Service Agency

CS | Common Selection

### LPAS - COC Yields

Program Year *Required*  
Select One

Show All States and Counties

Remember State and County Selected

State *Required*  
Missouri (29)

County *Required*  
Howard (089)

Select Cancel

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Screen ID: CommonSelection-Web-1

--\*

\*--101 COC Yields Screen (Continued)

**C Field Descriptions and Actions for the COC Yields Screen**

The following table provides the field descriptions and actions for entering COC Yields.

| <b>Field/Button</b>                | <b>Description</b>   | <b>Action</b>   |
|------------------------------------|--|---|
| Program Year                       | Identifies the program year of the COC Yields to be entered.   | Select the program year from drop-down menu.  |
| Show All States and Counties       | Displays all States and counties.  | Check (✓) the box to display all States and counties.<br><br><b>Note:</b> This is a view option only if the user is not associated with the State and county. |
| Remember State and County Selected | Users can select the check box to default to the selected State and county each time the system accessed.  | Check (✓) the box to default to the selected State and county.  |
| State                              | Identifies the State associated to the user or if “Show All States and Counties” is selected, the State to view.<br><br><b>Note:</b> This will auto populate for the user associated with the State.                                   | Select 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.<br><br><b>Note:</b> This will auto populate for the user associated with one county or multiple counties. | Select the county to view from the drop-down menu.  |
| Select                             |  | CLICK “Select” to proceed to next screen.   |
| Cancel                             |  | CLICK “Cancel” to cancel the process.   |

--\*

**\*--102 COC Yields Results Screen**

**A Overview**

The COC Yields Results Screen allows the user to enter yields by practice for eligible commodities. Yields are either at the commodity name level or at the commodity class level.

**Note:** Only users associated with the county will be able to add or edit yields within the county. All other users will have view capability.

**B Example of COC Yields Results Screen**

The following is an example of the COC Yields Results Screen.

| Commodity       | Commodity Class         | Unit of Measure | Irrigated            | Non-Irrigated        |
|-----------------|-------------------------|-----------------|----------------------|----------------------|
| Barley(2200)    |                         | Bushels         | <input type="text"/> | <input type="text"/> |
| Canola(7200)    |                         | Bushels         | <input type="text"/> | <input type="text"/> |
| Chickpeas(5100) | Chickpeas (Large) (CHL) | Hundredweight   | <input type="text"/> | <input type="text"/> |
| Corn(2000)      |                         | Bushels         | <input type="text"/> | <input type="text"/> |
| Crambe(8000)    |                         | Hundredweight   | <input type="text"/> | <input type="text"/> |

--\*

\*--102 COC Yields Results Screen (Continued)

**C Field Descriptions and Actions for the COC Yields Results Screen**

The following table provides the field descriptions and actions on the COC Yields Results Screen.

| <b>Field/Button</b> | <b>Description</b>  | <b>Action</b>   |
|---------------------|---|---|
| Crop Year           | Identifies the crop year for which COC Yields are being established.  | CLICK “Change Selection” to select a different year                             |
| State               | Displays the State based on search criteria.                          | CLICK “Change Selection” to return to the previous screen to modify the State.  |
| County              | Displays the County based on search criteria.                         | CLICK “Change Selection” to return to the previous screen to modify the county. |
| Commodity           | Displays the commodity name and the commodity code.                   |   |
| Commodity Class     | Displays the commodity class for the commodity, if applicable.        |   |
| Unit of Measure     | Displays the unit of measure for the commodity.                       |   |
| Irrigated           | Allows the user to enter the irrigated yield for a commodity          | Manually enter the irrigated yield  |
| Non-Irrigated       | Allows the user to the enter the non- irrigated yield for a commodity | Manually enter the non-irrigated yield.   |
| Save                |   | Click “Save” to save entries  |
| Cancel              |   | CLICK “Cancel” to cancel the process.   |

**Note:** Manual commodities will not display in this table. They will be entered in the Reasonable Quantity Management System.--\*

**\*--103 COC Yields Second Party Approval**

**A Overview**

COC Yields must have second party approval to ensure accuracy.

The user who entered the yield information cannot perform second party approval.

**B Example of COC Yield Approval Screen**

The following is an example of the COC Yield Approval Screen.

USDA United States Department of Agriculture Farm Service Agency

**CS | Common Selection**

### LPAS - COC Yield Approval

Program Year *Required*  
Select One ▼

Show All States and Counties

Remember State and County Selected

State *Required*  
Missouri (29) ▼

County *Required*  
Howard (089) ▼

**Select** **Cancel**

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USDA Website

Screen ID: CommonSelection-Web-1

--\*

**\*--103 COC Yields Second Party Approval (Continued)**

**C Action**

Access Yield Approval Screen from the LPAS Home Screen according the following:

- CLICK “COC Yields”
- CLICK “Yield Approval” from the drop-down menu.--\*

\*--103 COC Yields Second Party Approval (Continued)

**D Field Descriptions and Actions for the COC Yield Approval Screen**

The following table provides the field descriptions and actions for the COC Yields Approval Screen.

| <b>Field/Button</b>                | <b>Description</b>   | <b>Action</b>   |
|------------------------------------|--|---|
| Program Year                       | Identifies the program year of the COC Yields to be entered.   | Using the drop-down menu select the program year.   |
| Show All States and Counties       | Displays all States and counties.  | Check (✓) the box to display all States and counties.<br><br><b>Note:</b> This is a view option only if the user is not associated with the State and county. |
| Remember State and County Selected | Users can select the check box to default to the selected State and county each time the system accessed.  | Check (✓) the box to default to the selected State and county.  |
| State                              | Identifies the State associated to the user or if “Show All States and Counties” is selected, the state of the COC yields to view.<br><br><b>Note:</b> This will auto populate for the user associated with the State.                                   | Select 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 of the COC Yields to view.<br><br><b>Note:</b> This will auto populate for the user associated with one county or multiple counties. | Select the county to view from the drop-down menu.  |
| Select                             |  | CLICK “Select” to proceed to next screen.   |
| Cancel                             |  | CLICK “Cancel” to cancel the process.   |

--\*

**\*--104 COC Yields Approval Results Screen**

**A Overview**

The COC Yields Approval Results Screen allows the user to select the commodity and yield(s) to approve.

**B Example of COC Yields Approval Results Screen**

The following is an example of the COC Yields Approval Results Screen.

USDA United States Department of Agriculture Farm Service Agency

**LPAS | Loan and LDP Program Administration**

Home Warehouse ▾ COC Yields & Moisture ▾ Grading Factors ▾ Crops ▾ Maintenance ▾

**COC Yields Approval** Crop Year : 2020 State: Missouri(29), County: Scott(201) [Change Selection](#)

Select All Yields

|                          | Pending Status | Commodity  | Commodity Class | Unit of Measure | Irrigation Practice | Yield |
|--------------------------|----------------|------------|-----------------|-----------------|---------------------|-------|
| <input type="checkbox"/> | Modified       | Corn(2000) |                 | Bushels         | Irrigated           | 60.00 |
| <input type="checkbox"/> | Modified       | Corn(2000) |                 | Bushels         | Non-Irrigated       | 41.00 |

[Approve](#) [Cancel](#)

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|----------------------------|--------------------------|--------------------|
| <b>Program Information</b> | <b>Agency Guidelines</b> | <b>Resources</b>   |
| 8-LP                       | Forms                    | FSA.gov            |
| 15-PS                      | Handbooks                | Inside FSA         |
|                            | Notices                  | USDA.gov           |
|                            | Publications             | Policies and Links |
|                            | Software Transmittals    |                    |

--\*

\*--104 COC Yields Approval Results Screen (Continued)

**C Field Descriptions and Actions for the COC Yields Approval Results Screen**

The following table provides the field descriptions and actions for On the COC Yields Approval Results Screen.

| <b>Field/Button</b> | <b>Description</b>   | <b>Action</b>   |
|---------------------|--|---|
| Crop Year           | Identifies the crop year for which COC Yields are being established. | CLICK “Change Selection” to select a different year.                            |
| State               | Displays the State based on search criteria.                         | CLICK “Change Selection” to return to the previous screen to modify the State.  |
| County              | Displays the County based on search criteria.                        | CLICK “Change Selection” to return to the previous screen to modify the county. |
| Select All Yields   | This allows the user to select all yields displayed.                 | Check (✓) the box to select all commodities displayed for approval.             |
| Check Box           | Allows the user to select a commodity individually.                  | Check (✓) the box to select a commodity or multiple commodities to approve.     |
| Pending Status      | Displays the status of the yield.                                    |   |
| Commodity           | Displays the commodity name and the commodity code.                  |   |
| Commodity Class     | Displays the commodity class for the commodity, if applicable.       |   |
| Unit of Measure     | Displays the unit of measure for the commodity.                      |   |
| Irrigation Practice | Displays the practice for the commodity.                             |   |
| Yield               | Displays the yield by practice for the commodity.                    |   |
| Approve             |  | CLICK “Approve” to approve the commodity or commodities selected.               |
| Cancel              |  | CLICK “Cancel” to cancel the process.   |

--\*

**\*--105 Modify COC Yields**

**A Overview**

The COC Yields Results Screen allows the user to modify yields.

**B Example of COC Yields Results Screen**

The following is an example of the COC Yields Results Screen.

The screenshot shows the LPAS (Loan and LDP Program Administration) interface. At the top, it displays 'USDA United States Department of Agriculture' and 'Farm Service Agency'. The main header is 'LPAS | Loan and LDP Program Administration'. Below this is a navigation menu with 'Home', 'Warehouse', 'COC Yields & Moisture', 'Grading Factors', 'Crops', and 'Maintenance'. The current page is titled 'COC Yields' and includes filters for 'Crop Year: 2020', 'State: Missouri(29)', and 'County: Scott(201)', along with a 'Change Selection' button. The main content is a table with the following data:

| Commodity       | Commodity Class         | Unit of Measure | Irrigated | Non-Irrigated |
|-----------------|-------------------------|-----------------|-----------|---------------|
| Barley(2200)    |                         | Bushels         | 21.00     | 16.00         |
| Canola(7200)    |                         | Bushels         |           |               |
| Chickpeas(5100) | Chickpeas (Large) (CHL) | Hundredweight   | 25.00     | 17.55         |
| Corn(2000)      |                         | Bushels         | 160       | 100           |

**C Action**

Modify the COC Yields according to the following:

- access COC Yields according to paragraph 101
- click in the field for the practice of the applicable commodity or commodity class to modify and enter the revised yield
- CLICK “Save” to save the entry
- CLICK “Cancel” to cancel the process

**Note:** Second Party Approval is required for all changes according to paragraph 103. The user who entered the yield information, cannot perform second party approval.--\*

**106-199 (Reserved)**



## Part 4 Other Administrative Functions

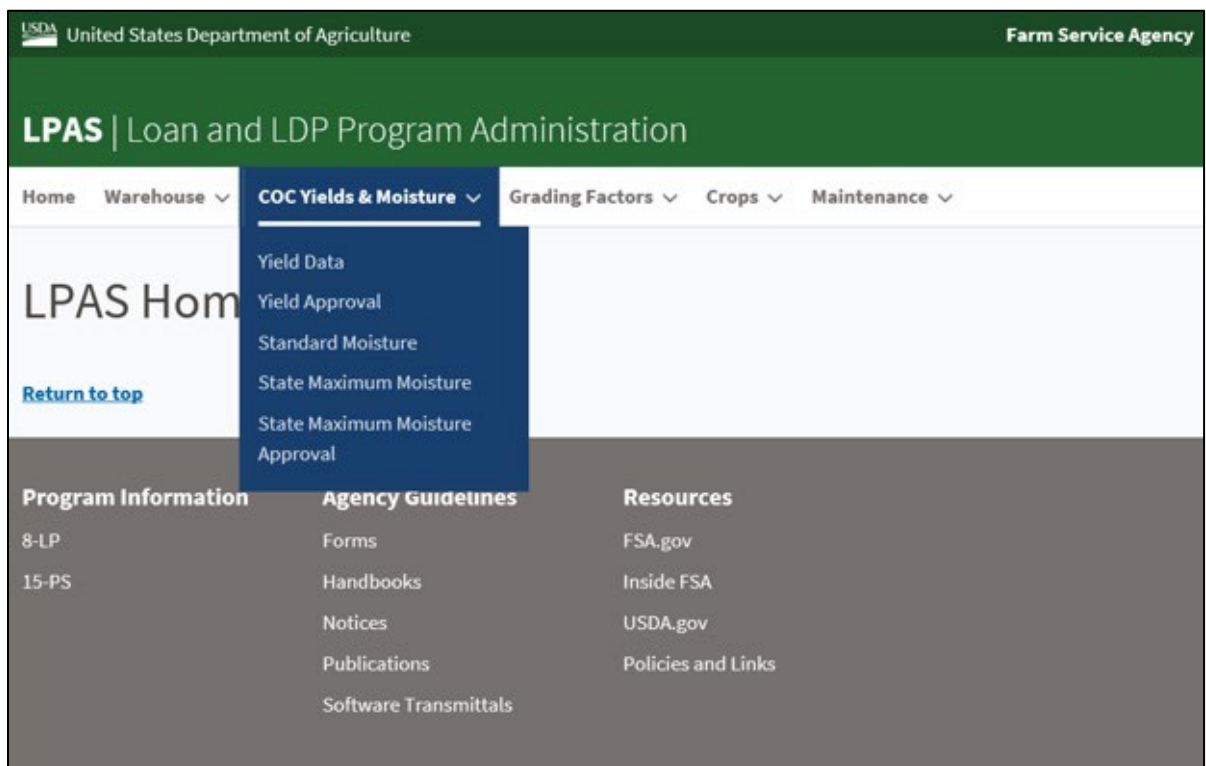
### \*--200 State Maximum Moisture Main Menu

#### A Overview

State maximum acceptable moisture levels are determined annually according to 8-LP and are maintained in LPAS. LPAS provides the ability to enter or edit state maximum acceptable moisture levels by commodity.

#### B Example of State Maximum Moisture Main Menu Screen

The following is an example of the State Maximum Moisture Main Menu screen.



--\*

**\*--200 State Maximum Moisture Main Menu (Continued)**

**C Action**

Access State Maximum Moisture Screen from the LPAS Home Screen according the following:

- CLICK “COC Yields & Moisture”
- CLICK “State Maximum Moisture” from the drop-down menu.--\*

**\*--201 State Maximum Moisture Screen**

**A Overview**

This screen allows users to select the program year.

**B Example of State Maximum Moisture Screen**

The following is an example of the State Maximum Moisture Screen.

USDA United States Department of Agriculture Farm Service Agency

**CS | Common Selection**

### LPAS - State Maximum Moisture

Program Year *Required*

Select One ▼

Select Cancel

[Return to top](#)

|                          |                    |                   |
|--------------------------|--------------------|-------------------|
| <b>Agency Guidelines</b> | <b>Resources</b>   | <b>Contact Us</b> |
| Publications             | Inside FSA         | FSA Website       |
| Handbooks                | Policies and Links | USDA Website      |
| Notices                  |                    |                   |
| FFAS Employee Forms      |                    |                   |
| Software Transmittals    |                    |                   |

--\*

**\*--201 State Maximum Moisture Screen (Continued)**

**C Action**

Access the maximum moisture from the State Maximum Moisture Screen for a particular year according the following:

- Select the program year from the drop-down menu
- CLICK “Select” to proceed to the next screen
- CLICK “Cancel” to cancel the process.--\*

**\*--202 State Maximum Moisture Results Screen**

**A Overview**

The State Maximum Moisture Results Screen allows the user to enter moisture for eligible commodities, for the State. State maximum moisture levels are the commodity name level.

**Note:** Only authorized State users associated with the State will be able to add or edit maximum moisture within the State. All other users will have view capability.

**B Example of State Maximum Moisture Results Screen**

The following is an example of the State Maximum Moisture Results Screen.

| Commodity Name | Commodity Code | Standard Moisture | Shrink Factor | State Maximum Moisture |
|----------------|----------------|-------------------|---------------|------------------------|
| Barley         | 2200           | 14.50             | 1.30          | 18.50                  |
| Canola         | 7200           | 10.00             | 1.10          |                        |
| Chickpeas      | 5100           | 15.00             | 1.30          |                        |

--\*

## \*--202 State Maximum Moisture Results Screen (Continued)

**C Field Descriptions and Actions for the State Maximum Moisture Results Screen**

The following table provides the field descriptions and actions for the State Maximum Moisture Results Screen.

| <b>Field/Button</b>    | <b>Description</b>  | <b>Action</b>  |
|------------------------|---|--|
| Crop Year              | Identifies the crop year of the State Maximum Moisture.   | CLICK "Change Selection" to select a different year.   |
| State                  | Identifies the State associated to the user or if "Show All States and Counties" is selected, select the State to view.<br><br><b>Note:</b> This will auto populate for the user associated with the State. | Select the State to view from the drop-down menu.  |
| Commodity Name         | Displays the commodity name.  |  |
| Commodity Code         | Displays the commodity code associated with commodity.  |  |
| Standard Moisture      | Displays the standard moisture for the commodity.   |  |
| Shrink Factor          | Displays the shrink factor for the commodity.   |  |
| State Maximum Moisture | This allows the user to enter State maximum moisture levels<br><br><b>Note:</b> If an entry was in error, the user can backspace or select the "X" in the field.  | Manually enter the maximum moisture level.<br><br><b>Note:</b> No action available in view mode. |
| Save                   |   | CLICK "Save" to save entries.  |
| Cancel                 |   | CLICK "Cancel" to cancel the process.  |

--\*

**\*--203 State Maximum Moisture Approval Main Menu**

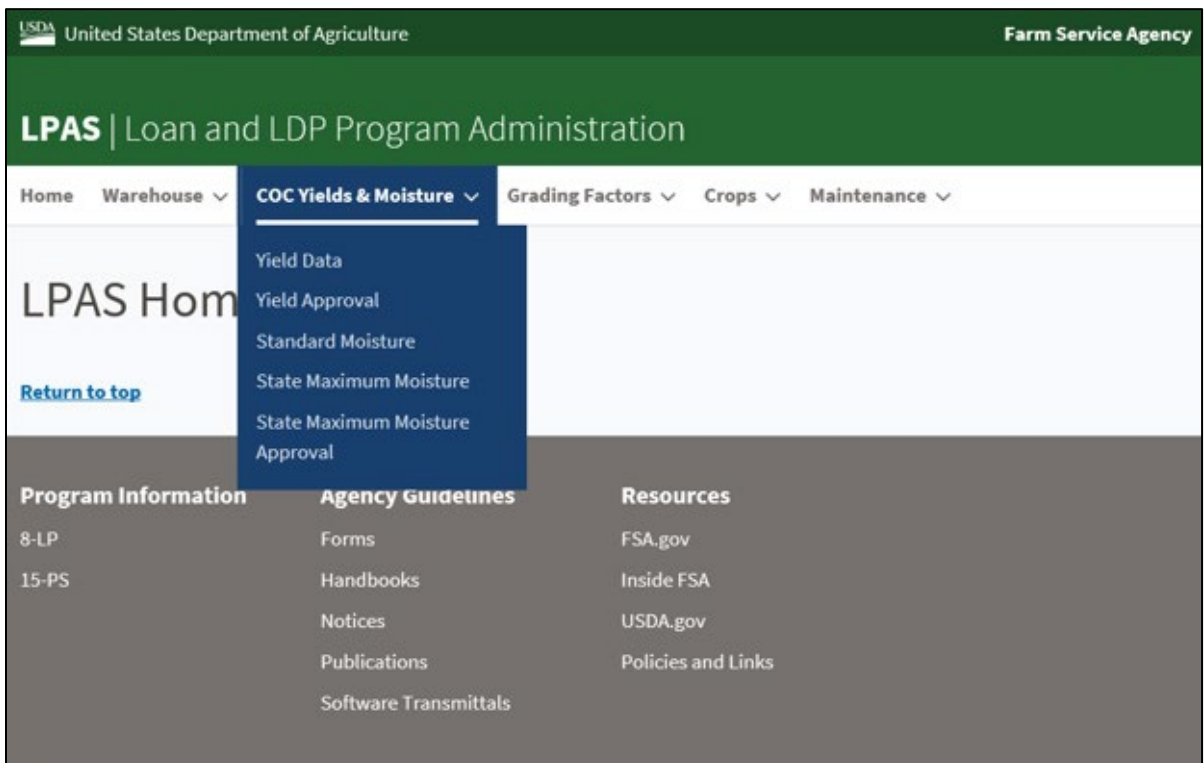
**A Overview**

State maximum moisture levels must have second party approval to ensure accuracy.

The user who entered the maximum moisture information, cannot perform second party approval.

**B Example of State Maximum Moisture Approval Main Menu Screen**

The following is an example of the State Maximum Moisture Approval Main Menu Screen.



--\*

**\*--203 State Maximum Moisture Approval Main Menu (Continued)**

**C Action**

Access State Maximum Moisture Approval Screen from the LPAS Home Screen according the following:

- CLICK “COC Yields & Moisture”
- CLICK “State Maximum Moisture Approval”.--\*

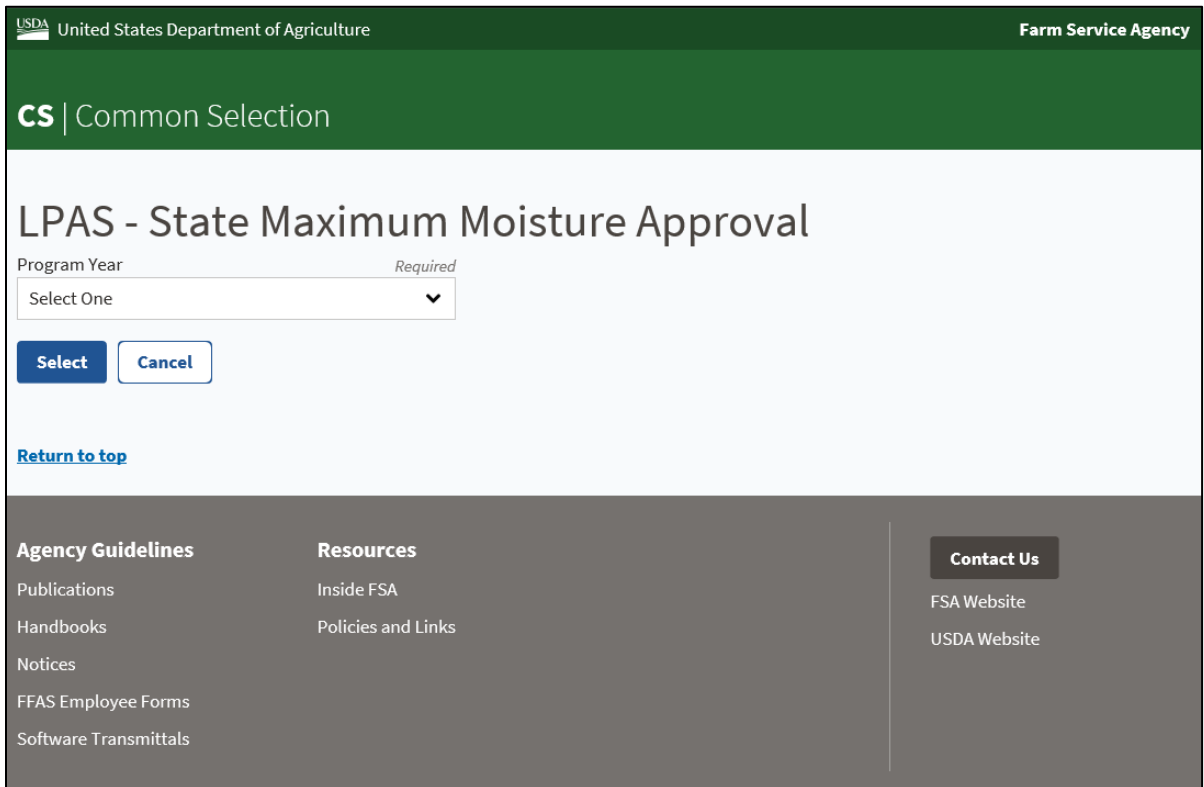
**\*--204 State Maximum Moisture Approval Screen**

**A Overview**

This screen allows users to select the program year.

**B State Maximum Moisture Approval Screen**

The following is an example of the State Maximum Moisture Approval Screen.



--\*

**\*--204 State Maximum Moisture Approval Screen (Continued)**

**C Action**

Access the maximum moisture from the State Maximum Moisture Screen for a particular year according the following:

- Select the program year from the drop-down menu
- CLICK “Select” to proceed to the next screen
- CLICK “Cancel” to cancel the process.--\*

**\*--205 State Maximum Moisture Approval Results Screen**

**A Overview**

The State Maximum Moisture Approval Results Screen allows the user to select by commodity the State maximum moisture level to approve.

**B Example of State Maximum Moisture Approval Results Screen**

The following is an example of the State Maximum Moisture Approval Results Screen.

|                          | Pending Status | Commodity | Commodity Code | Standard Moisture | Shrink Factor | State Maximum Moisture |
|--------------------------|----------------|-----------|----------------|-------------------|---------------|------------------------|
| <input type="checkbox"/> | Modified       | Barley    | 2200           | 14.50             | 1.30          | 18.55                  |
| <input type="checkbox"/> | Deleted        | Canola    | 7200           | 10.00             | 1.10          | 14.00                  |
| <input type="checkbox"/> | Deleted        | Chickpeas | 5100           | 15.00             | 1.30          | 19.00                  |
| <input type="checkbox"/> | Modified       | Corn      | 2000           | 15.50             | 1.30          | 19.50                  |
| <input type="checkbox"/> | Deleted        | Crambe    | 8000           | 10.00             | 1.10          | 14.00                  |

--\*

## \*--205 State Maximum Moisture Approval Results Screen (Continued)

**C Field Descriptions and Actions for the State Maximum Moisture Approval Screen**

The following table provides field descriptions and actions for the Maximum Moisture Approval Screen.

| <b>Field/Button</b>    | <b>Description</b>   | <b>Action</b>   |
|------------------------|--|---|
| Crop Year              | Identifies the crop year of the State maximum moisture.  | CLICK “Change Selection” to select a different year.  |
| State                  | Identifies the State associated to the user or if “Show All States and Counties” is selected, the State to view.<br><br><b>Note:</b> This will auto populate for the user associated with the State. | Select the State to view from the drop-down menu.   |
| Select All Moisture    | Allows the user to select all commodities displayed.   | Check (✓) the box to select all commodities displayed for approval.<br><br><b>Note:</b> No action available in view mode. |
| Check Box              | Allows the user to select commodities individually.  | Check (✓) the box to select the commodity to approve.   |
| Pending Status         | Displays the status of the State maximum moisture entry.   |   |
| Commodity              | Displays the commodity name.   |   |
| Commodity Code         | Displays the commodity code associated with the commodity.   |   |
| Standard Moisture      | Displays the standard moisture for the commodity.  |   |
| Shrink Factor          | Displays the shrink factor for the commodity.  |   |
| State Maximum Moisture | Displays the State maximum moisture entered for the commodity.   |   |
| Approve                |  | CLICK “Approve” to approve the commodity selected.  |
| Cancel                 |  | CLICK “Cancel” to cancel the process.   |

--\*

**\*--206 Modify State Maximum Moisture**

**A Overview**

The State Maximum Moisture Results Screen allows the user to edit maximum moisture.

**B Example of State Maximum Moisture Results Screen**

The following is an example of the State Maximum Moisture Results Screen.

The screenshot shows the LPAS (Loan and LDP Program Administration) interface for the State Maximum Moisture screen. The header includes the USDA logo and 'United States Department of Agriculture' on the left, and 'Farm Service Agency' on the right. Below the header is a navigation bar with links for Home, Warehouse, COC Yields & Moisture, Grading Factors, Crops, and Maintenance. The main title is 'State Maximum Moisture' with a 'Crop Year : 2020' dropdown and a 'Change Selection' button. A 'State' dropdown menu is set to 'Nebraska (31)'. Below this is a table with the following data:

| Commodity Name | Commodity Code | Standard Moisture | Shrink Factor | State Maximum Moisture |
|----------------|----------------|-------------------|---------------|------------------------|
| Barley         | 2200           | 14.50             | 1.30          | 18.50                  |
| Canola         | 7200           | 10.00             | 1.10          |                        |
| Chickpeas      | 5100           | 15.00             | 1.30          |                        |
| Corn           | 2000           | 15.50             | 1.30          | 20.00                  |

--\*

**\*--206 Modify State Maximum Moisture (Continued)**

**C Action**

Modify the State maximum moisture according to the following:

- access the State Maximum Moisture Screen according to paragraph 200
- for the applicable commodity, click the field for the moisture to modify, and enter the revised maximum moisture
- CLICK “Save” to save the entry
- CLICK “Cancel” to cancel the process.

**Note:** Second Party Approval is required for all changes according to paragraph 203. The user who entered the maximum moisture information, cannot perform second party approval.--\*

**Reports, Forms, Abbreviations, and Delegations of Authority**

**Reports**

None.

**Forms**

None.

**Abbreviations Not in 1-CM**

| <b>Approved Abbreviation</b> | <b>Term</b>                                | <b>Reference</b> |
|------------------------------|--|------------------|
| 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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