

FSA
HANDBOOK

Price Support Loan and
LDP Administrative Systems

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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

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

Amendment 3

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraphs 20 B, 21 B, 23 B, 24 B, 25 C, 26 B, 27 B, and 28 B have been amended to update the screen examples.

Paragraph 22 has been withdrawn because selection of program year is no longer applicable.

Paragraph 24 has been amended to provide updated information for searching warehouse locations and requesting locations.

Paragraph 24.5 has been added to provide information on warehouse locations.

Subparagraph 25 D has been amended to remove the reference to program year selection. Selection of a program year is no longer applicable.

Subparagraph 27 C has been amended to remove the reference to crop year selection. Selection of a crop year is no longer applicable.

Page Control Chart		
TC	Text	Exhibit
1, 2	2-1 through 2-6 2-6.5, 2-6.6 (add) 2-7 through 2-12	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.

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

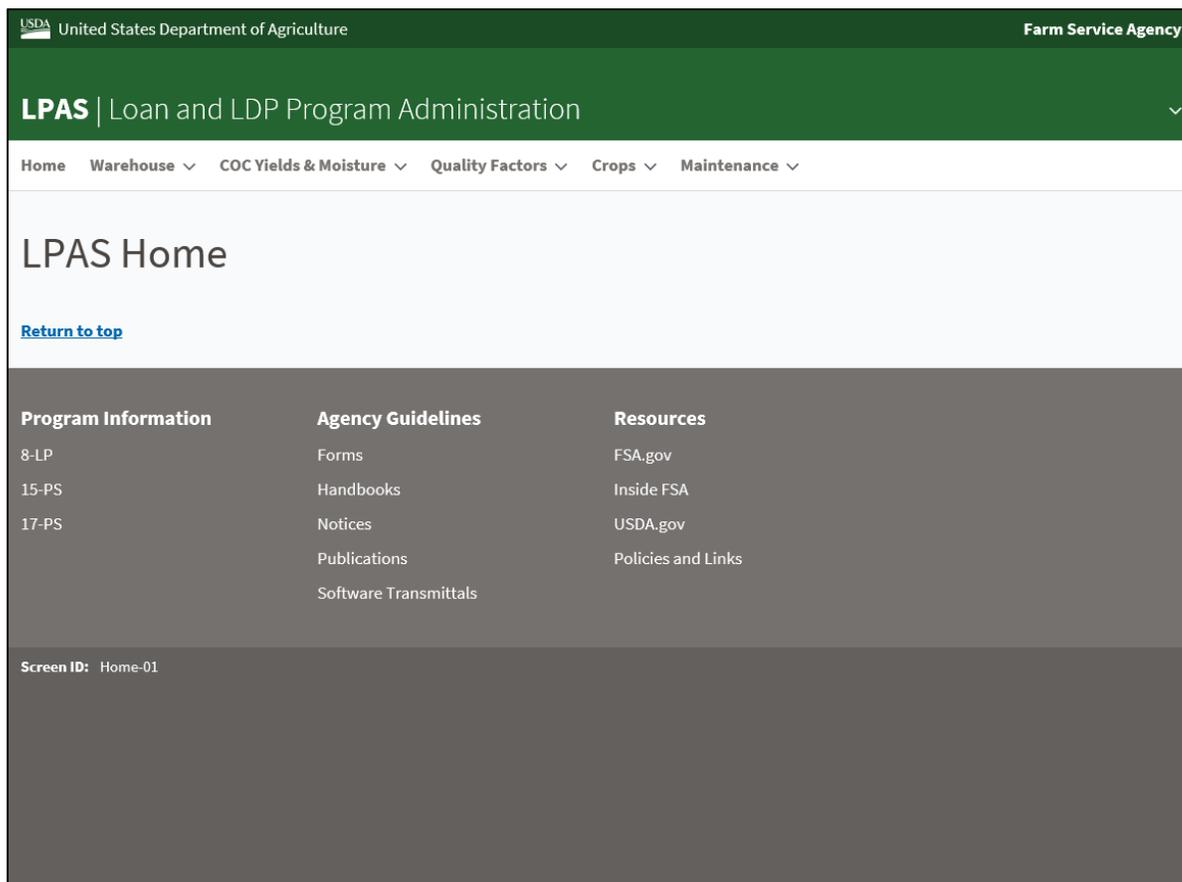
A Overview

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.

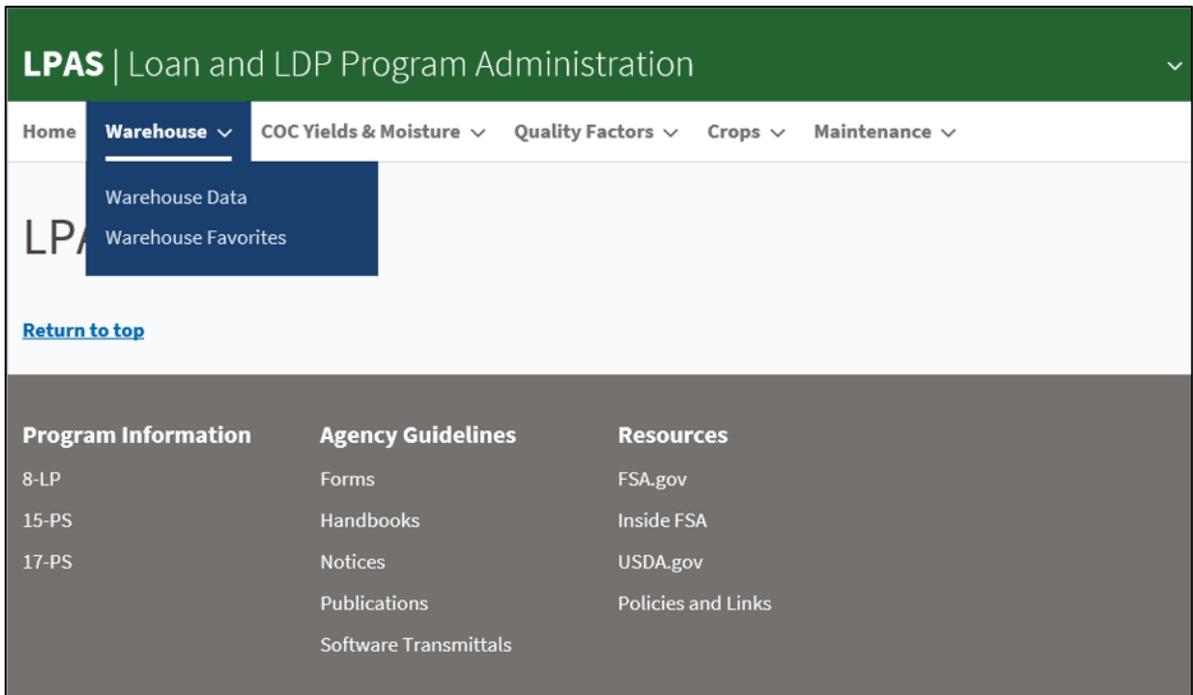
LPAS provides the ability to:

- 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.

*--



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21 Warehouse Menu Screen (Continued)

C Action

On the LPAS Home Screen:

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

22 (Withdrawn—Amend. 3)

--23 Warehouse Data Search Screen--

A Overview

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

***--B Example of Warehouse Data Search Screen**

The following is an example of the Warehouse Data Search Screen.

The screenshot shows the 'Warehouse Data Search' interface within the LPAS (Loan and LDP Program Administration) system. The header includes the USDA logo, 'United States Department of Agriculture', and 'Farm Service Agency'. The main title is 'LPAS | Loan and LDP Program Administration'. A navigation menu contains 'Home', 'Warehouse', 'COC Yields & Moisture', 'Quality Factors', 'Crops', and 'Maintenance'. The search criteria section includes four input fields: 'Warehouse Name' (text), 'Warehouse Code' (text), 'Physical Location State' (dropdown menu with 'Select One'), and 'Physical Location County' (dropdown menu with 'Select One'). A 'Search' button is located below these fields. A 'Return to top' link is at the bottom left of the form area.

--*

--23 Warehouse Data Search Screen (Continued)--

C Action

--On the Warehouse Data Search 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”.

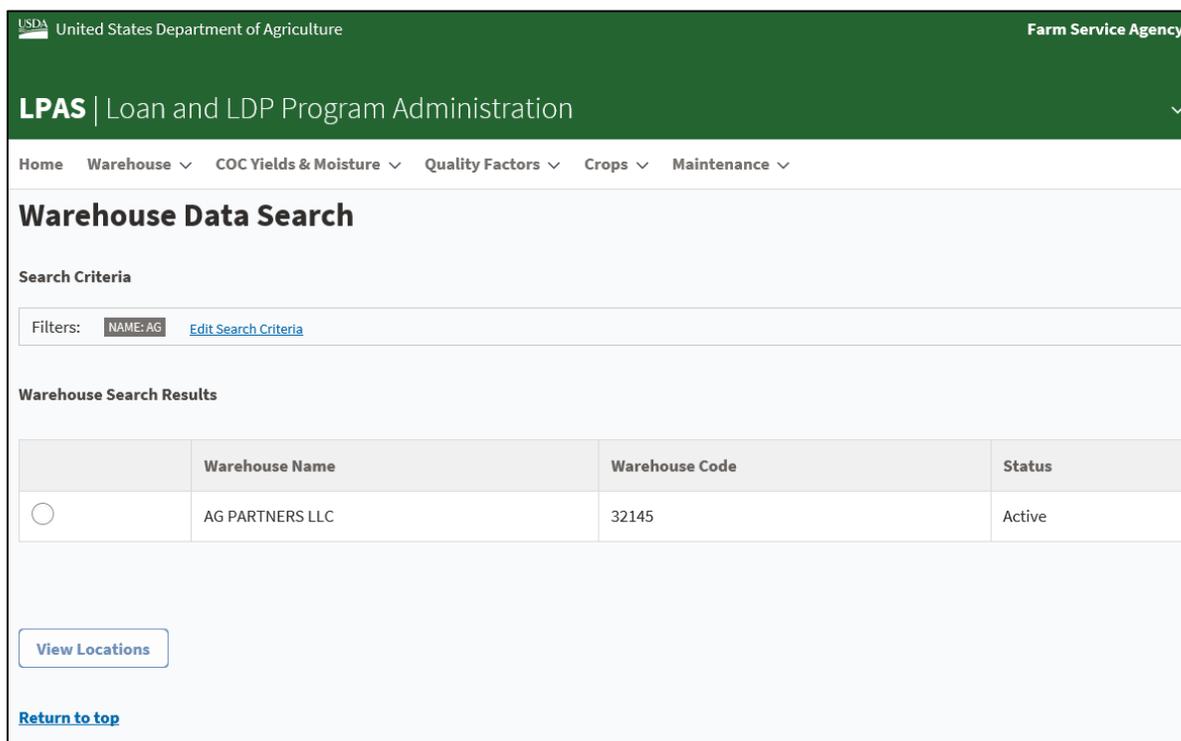
--24 Warehouse Data Search Results Screen--

A Overview

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

***--B Example of Warehouse Data Search Results Screen**

The following is an example of the Warehouse Data Search Results Screen



--*

--24 Warehouse Data Search Results Screen (Continued)--

C Action

On the Warehouse Data Search Results Screen:

- click the radio button of the applicable warehouse
- CLICK “View Locations”.

***--24.5 View Warehouse Results Screen**

A Overview

The View Warehouse Results Screen displays the results on the based entered according to subparagraph 24 C.

B Example of View Warehouse Results Screen

The following is an example of the View Warehouse Results Screen

The screenshot shows the LPAS (Loan and LDP Program Administration) interface. At the top, it displays the USDA logo and 'United States Department of Agriculture' on the left, and 'Farm Service Agency' on the right. Below this is a green header with 'LPAS | Loan and LDP Program Administration'. A navigation menu includes 'Home', 'Warehouse', 'COC Yields & Moisture', 'Quality Factors', 'Crops', and 'Maintenance'. The main content area is titled 'View Warehouse' and shows details for 'AG PARTNERS LLC' with Warehouse Code '32145' and Status 'Active'. Below this is a section titled 'Warehouse Locations' containing a table with two rows of location data. At the bottom of the screen, there is an 'Exit' button and a 'Return to top' link.

Location Name	Warehouse Code	Physical Location State	Physical Location County	License Type	Status	Active as of:	Inactive as of:
AG PARTNERS LLC - SUTHERLAND IA & WH&	32145	Iowa	O'Brien	STATE	Active	01/28/2019	
AG PARTNERS LLC - SHELDON IA & WH&	54321	Iowa	Calhoun	UNLICENSED	Active	12/31/2016	

--*

***--24.5 View Warehouse Results Screen (Continued)**

C Action

After reviewing the warehouse locations on the View Warehouse Results Screen:

- CLICK “Exit” to return to the Warehouse Data Search Results Screen
- CLICK “Home” to return to the LPAS Home Screen.

D 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
***	***	***
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)

Field/Button	Description	Action
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.

*--

USDA United States Department of Agriculture Farm Service Agency

LPAS | Loan and LDP Program Administration

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

Warehouse Favorites County: Nebraska/Antelope(31/003) [Change Selection](#)

Warehouse Name	Location Name	Warehouse Code	Physical Location State	Physical Location County	License Type	Status
No warehouse favorites found for the selected county						

[Add Favorites](#)

[Return to top](#)

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Screen ID: Warehouse-favorites-list

--*

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.

*--

USDA United States Department of Agriculture Farm Service Agency

LPAS | Loan and LDP Program Administration

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

Add Warehouse Favorites County: Nebraska/Antelope(31/003) [Change Selection](#)

Search Criteria

Warehouse Name

Warehouse Code

Physical Location State ▾

Physical Location County ▾

[Search](#)

[Cancel](#)

[Return to top](#)

--*

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		
***	***	
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.
Field/Button	Description	Action
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.

*--

The screenshot displays the 'Add Warehouse Favorites' interface. At the top, it identifies the user as 'Farm Service Agency' and the system as 'LPAS | Loan and LDP Program Administration'. The current county is set to 'Missouri/Howard(29/089)'. Below the search criteria, a table lists two warehouse search results:

Warehouse Favorite	Warehouse Name	Location Name	Warehouse Code	Physical Location State	Physical Location County	License Type	Status
<input type="checkbox"/>	AG PARTNERS LLC	AG PARTNERS LLC - SUTHERLAND IA & WH&	32145	Iowa	O'Brien	STATE	Active
<input type="checkbox"/>	AG PARTNERS LLC	AG PARTNERS LLC - SHELDON IA & WH&	54321	Iowa	Calhoun	UNLICENSED	Active

At the bottom of the screen, there are 'Save Favorite' and 'Cancel' buttons, and a 'Return to top' link.

--*

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

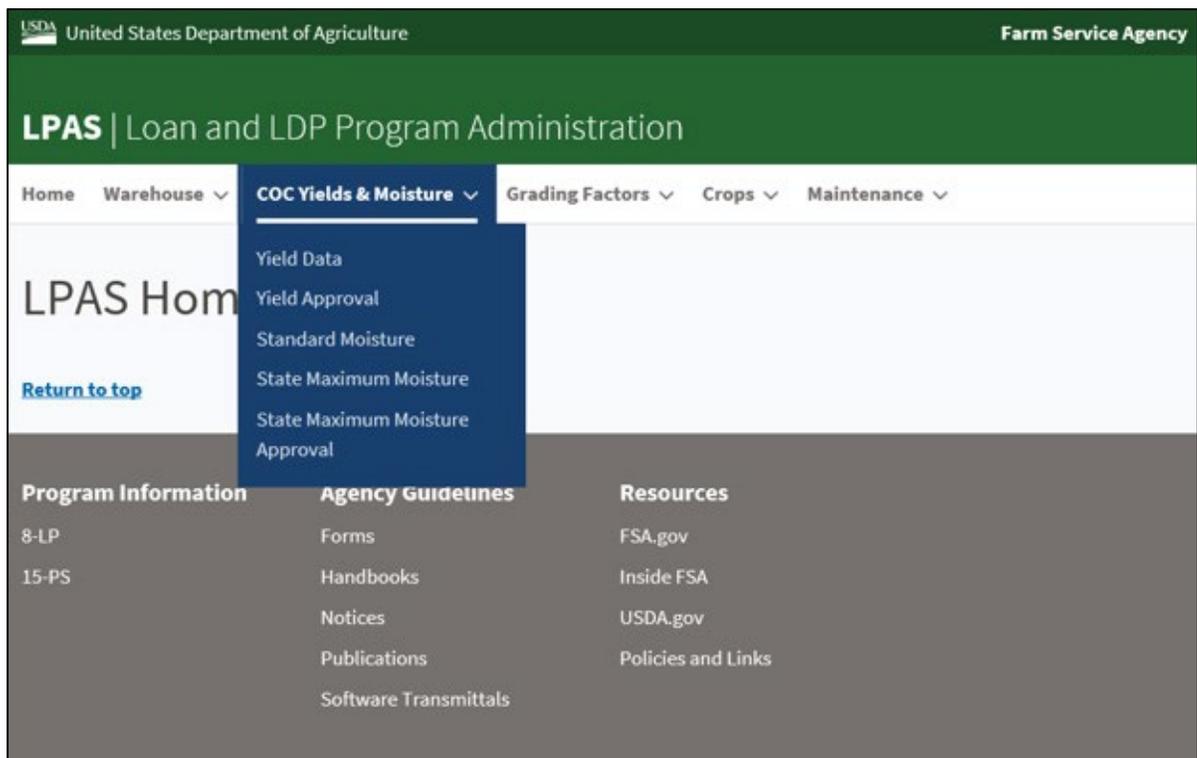
100 COC Yields Main Menu

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.

Field/Button	Description	Action
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. Note: 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. Note: 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. Note: 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.

The screenshot shows the LPAS (Loan and LDP Program Administration) interface. 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, the title 'LPAS | Loan and LDP Program Administration' is displayed. A navigation bar contains links for 'Home', 'Warehouse', 'COC Yields & Moisture', 'Grading Factors', 'Crops', and 'Maintenance'. The main content area is titled 'COC Yields' and includes a filter for 'Crop Year: 2020', 'State: Missouri(29)', and 'County: Scott(201)', along with a 'Change Selection' button. A table lists commodities with their respective classes, units of measure, and input fields for irrigated and non-irrigated yields.

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.

Field/Button	Description	Action
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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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.

Field/Button	Description	Action
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. Note: 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. Note: 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. Note: 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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*--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.

Field/Button	Description	Action
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 interface for COC Yields. At the top, it says 'USDA United States Department of Agriculture' and 'Farm Service Agency'. Below that is the title 'LPAS | Loan and LDP Program Administration'. There are navigation tabs: Home, Warehouse, COC Yields & Moisture, Grading Factors, Crops, and Maintenance. The main heading is 'COC Yields' with a sub-header 'Crop Year: 2020 State: Missouri(29), County: Scott(201)' and a 'Change Selection' button. The table below has 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

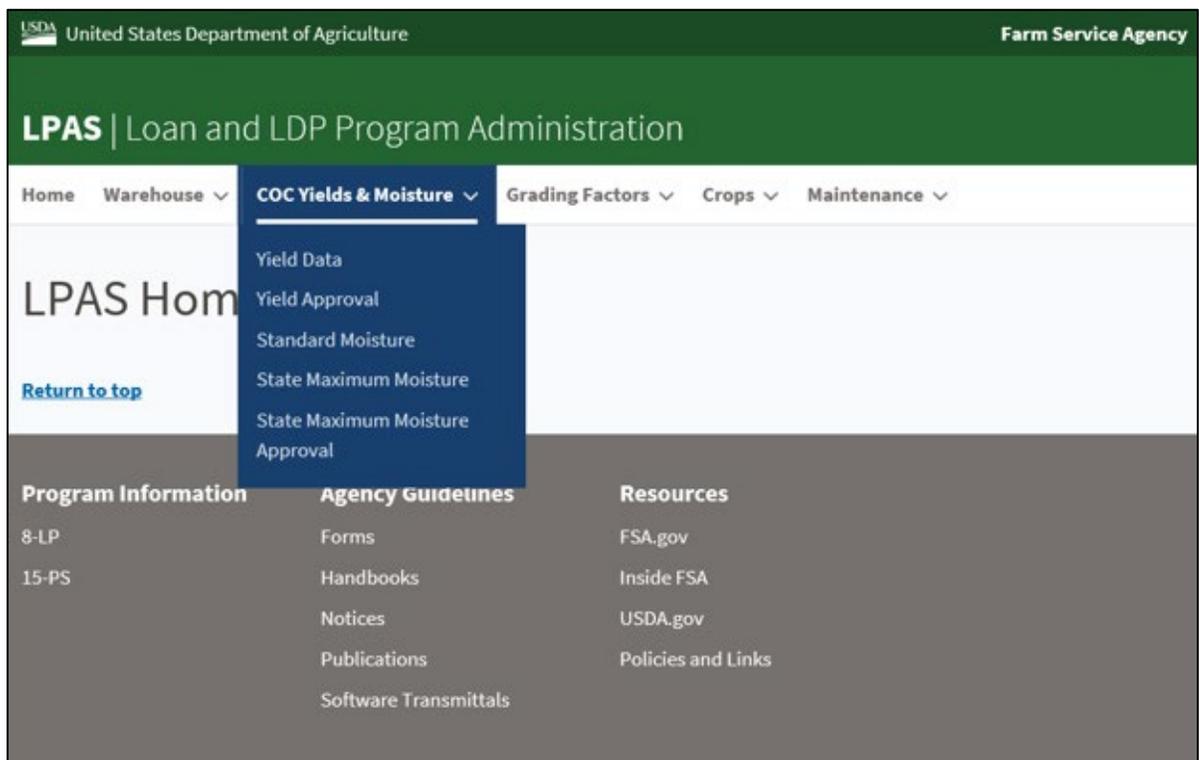
*--200 State Maximum Moisture Main Menu

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.

--*

***--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.

USDA United States Department of Agriculture Farm Service Agency

LPAS | Loan and LDP Program Administration

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

State Maximum Moisture Crop Year : 2020 [Change Selection](#)

State (Required)
 Nebraska (31) ▾

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.

Field/Button	Description	Action
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. Note: 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 Note: If an entry was in error, the user can backspace or select the "X" in the field.	Manually enter the maximum moisture level. Note: 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**

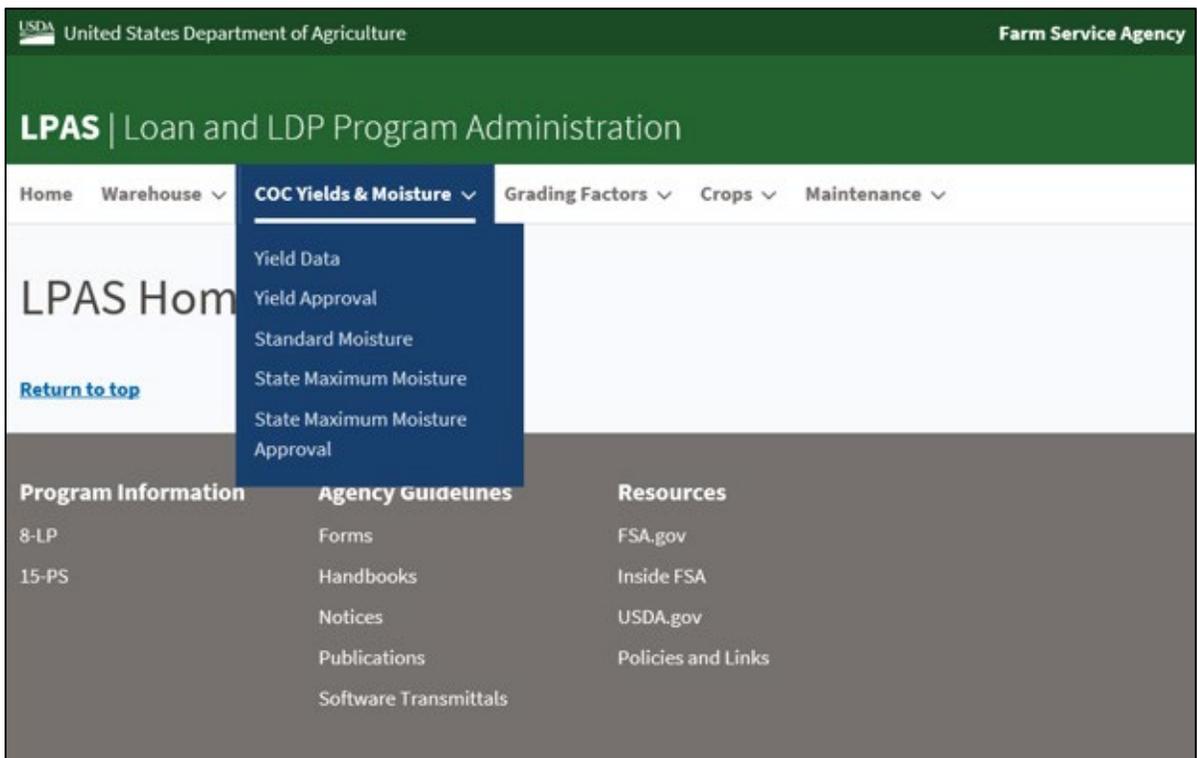
A Overview

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”.--*

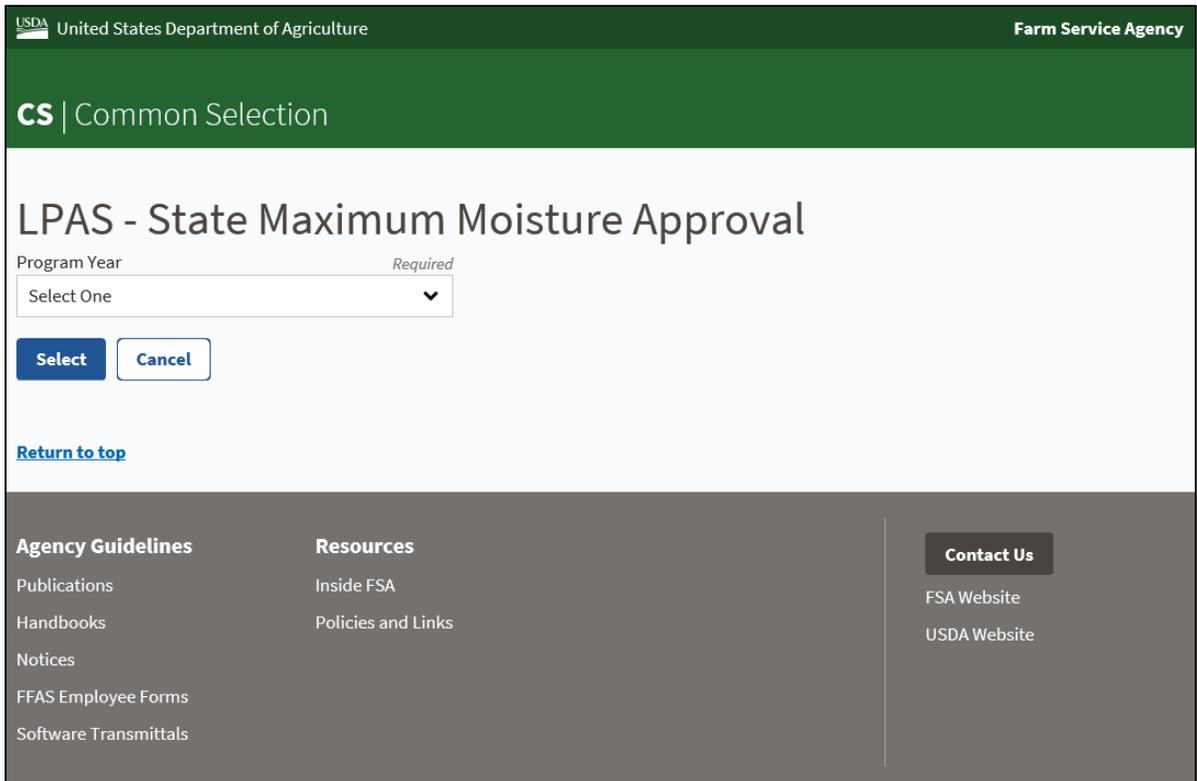
***--204 State Maximum Moisture Approval Screen**

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.

USDA United States Department of Agriculture Farm Service Agency

LPAS | Loan and LDP Program Administration

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

State Maximum Moisture Approval Crop Year : 2020 [Change Selection](#)

State *(Required)*

Nebraska (31) ▾

Select All Moistures

	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.

Field/Button	Description	Action
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. Note: 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. Note: 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

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

The following menus and screens are displayed in this handbook.

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