

# **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

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

**Amendment 4**

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



**Amendment Transmittal**

**A Reason for Amendment**

Part 10 has been added to provide automation procedure for the Reasonable Quantity Management System for 2022 and subsequent years.

Page Control Chart		
TC	Text	Exhibit
1, 2	4-13, 4-14 10-1 through 10-18 (add) 10-19 (add)	1, page 1 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.
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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

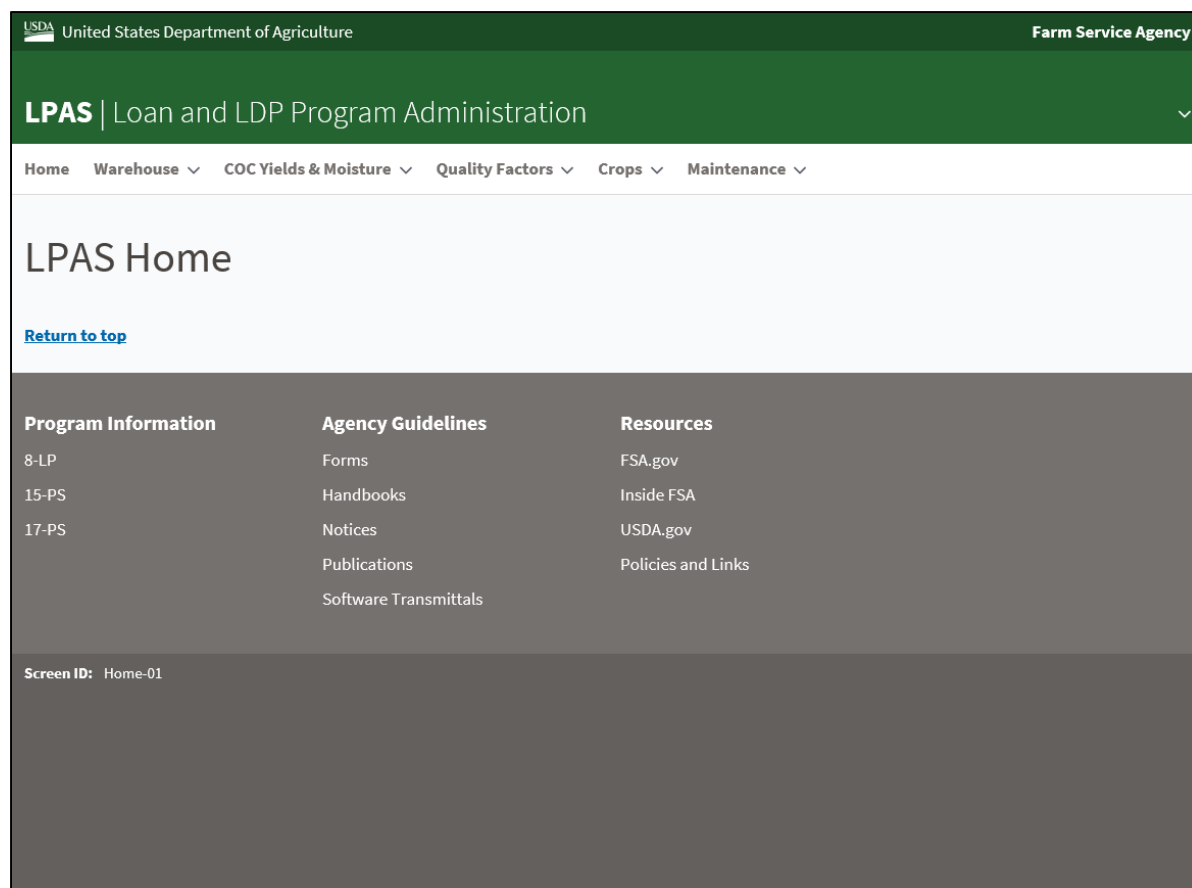
#### A Overview

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 (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 displays 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 navigation bar shows 'LPAS | Loan and LDP Program Administration' with a dropdown arrow. Below this, a secondary navigation bar lists 'Home', 'Warehouse' (with a dropdown arrow), 'COC Yields & Moisture' (with a dropdown arrow), 'Quality Factors' (with a dropdown arrow), 'Crops' (with a dropdown arrow), and 'Maintenance' (with a dropdown arrow). The main content area is titled 'Warehouse Data Search'. Under the 'Search Criteria' section, there are four input fields: 'Warehouse Name' (text input), 'Warehouse Code' (text input), '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 blue 'Search' button is located below these fields. At the bottom left of the main content area, there is a blue link labeled 'Return to top'.

--\*

**\*--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

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 Data Search**

Search Criteria

Filters: NAME: AG [Edit Search Criteria](#)

Warehouse Search Results

	Warehouse Name	Warehouse Code	Status
<input type="radio"/>	AG PARTNERS LLC	32145	Active

[View Locations](#)

[Return to top](#)

--\*

**\*--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”.

**\*--24.5View 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 displays the LPAS (Loan and LDP Program Administration) interface. At the top, there is a green header with 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 shown with a dropdown arrow. A navigation bar contains links: Home, Warehouse (with a dropdown), COC Yields & Moisture (with a dropdown), Quality Factors (with a dropdown), Crops (with a dropdown), and Maintenance (with a dropdown). The main content area is titled 'View Warehouse'. It displays the following information: Warehouse Name: AG PARTNERS LLC, Warehouse Code: 32145, and Status: Active. Below this, there is a section titled 'Warehouse Locations' which contains a table with two rows of location data. At the bottom of the main content area, 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.  
\*\_\_

 United States Department of Agriculture

Farm Service Agency

CS | Common Selection

## LPAS - Warehouse Favorites

☒ Show All States and Counties

☐ Remember State and County Selected

State Required  

Select One ▼

County Required  

Select One ▼

Select

Cancel

[Return to top](#)

--\*

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.  <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)**

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
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](#)

<b>Program Information</b> 8-LP 15-PS 17-PS	<b>Agency Guidelines</b> Forms Handbooks Notices Publications Software Transmittals	<b>Resources</b> FSA.gov Inside FSA USDA.gov Policies and Links
--	--	---

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.

\*--

The screenshot displays the 'Add Warehouse Favorites' interface within the LPAS system. The header bar is green with the USDA logo and 'Farm Service Agency' text. Below the header, a navigation bar contains links for Home, Warehouse, COC Yields & Moisture, Quality Factors, Crops, and Maintenance. The main title 'LPAS | Loan and LDP Program Administration' is prominently displayed. The page content is titled 'Add Warehouse Favorites' and includes a 'County: Nebraska/Antelope(31/003)' label with a 'Change Selection' button. The 'Search Criteria' section contains four input fields: 'Warehouse Name', 'Warehouse Code', 'Physical Location State' (a dropdown menu currently showing 'Select One'), and 'Physical Location County' (a dropdown menu currently showing 'Select One'). A 'Search' button is located below these fields. At the bottom left, there is a 'Cancel' button. A 'Return to top' link is positioned at the bottom left of the page content area.

--\*

## 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>		
<b>* * *</b>	<b>* * *</b>	
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.

\*--

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: Missouri/Howard(29/089) [Change Selection](#)

**Search Criteria**

Filters: **NAME: AG** [Edit Search Criteria](#)

**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

[Save Favorite](#) [Cancel](#)

[Return to top](#)

--\*

### 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

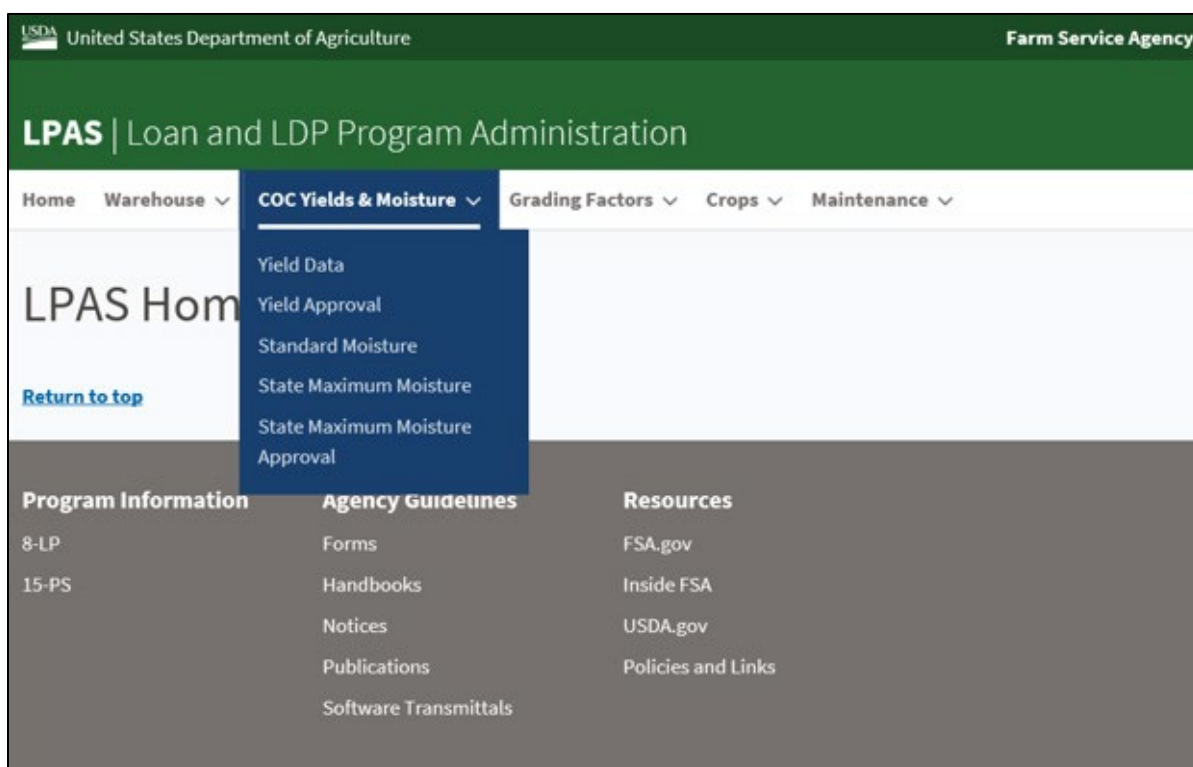
### 100 COC Yields Main Menu

#### 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.  <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.  <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.  <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**

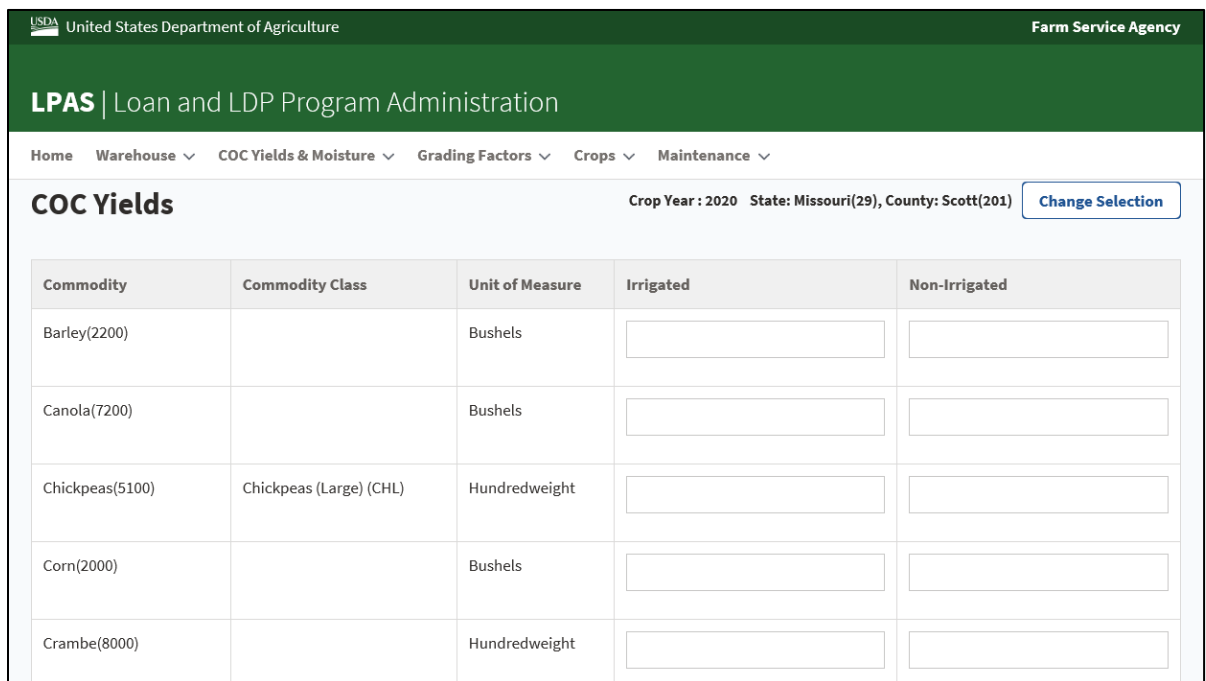
**A Overview**

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.



The screenshot displays the 'COC Yields' screen within the LPAS (Loan and LDP Program Administration) system. 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 shown. A navigation bar contains links: Home, Warehouse, COC Yields & Moisture, Grading Factors, Crops, and Maintenance. The main content area is titled 'COC Yields' and includes filters for 'Crop Year : 2020', 'State: Missouri(29)', and 'County: Scott(201)', along with a 'Change Selection' button. A table with five columns is present: 'Commodity', 'Commodity Class', 'Unit of Measure', 'Irrigated', and 'Non-Irrigated'. The table lists five commodities: Barley(2200), Canola(7200), Chickpeas(5100), Corn(2000), and Crambe(8000). Each commodity row has input fields for 'Irrigated' and 'Non-Irrigated' yields. The 'Chickpeas' row is the only one with a populated 'Commodity Class' value: 'Chickpeas (Large) (CHL)'. The table is followed by a '--\*' symbol.

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.

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.  <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.  <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.  <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.

The screenshot shows the 'COC Yields Approval' screen within the LPAS (Loan and LDP Program Administration) system. 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: Home, Warehouse, COC Yields & Moisture, Grading Factors, Crops, and Maintenance. The main title 'COC Yields Approval' is displayed, along with the selected 'Crop Year : 2020', 'State: Missouri(29)', and 'County: Scott(201)', with a 'Change Selection' button. A checkbox labeled 'Select All Yields' is present. Below this is a table with the following data:

	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

Below the table are 'Approve' and 'Cancel' buttons. A 'Return to top' link is also visible. At the bottom, there is a footer section with three columns: 'Program Information' (8-LP, 15-PS), 'Agency Guidelines' (Forms, Handbooks, Notices, Publications, Software Transmittals), and 'Resources' (FSA.gov, Inside FSA, USDA.gov, Policies and Links).

--\*

**\*--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.

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

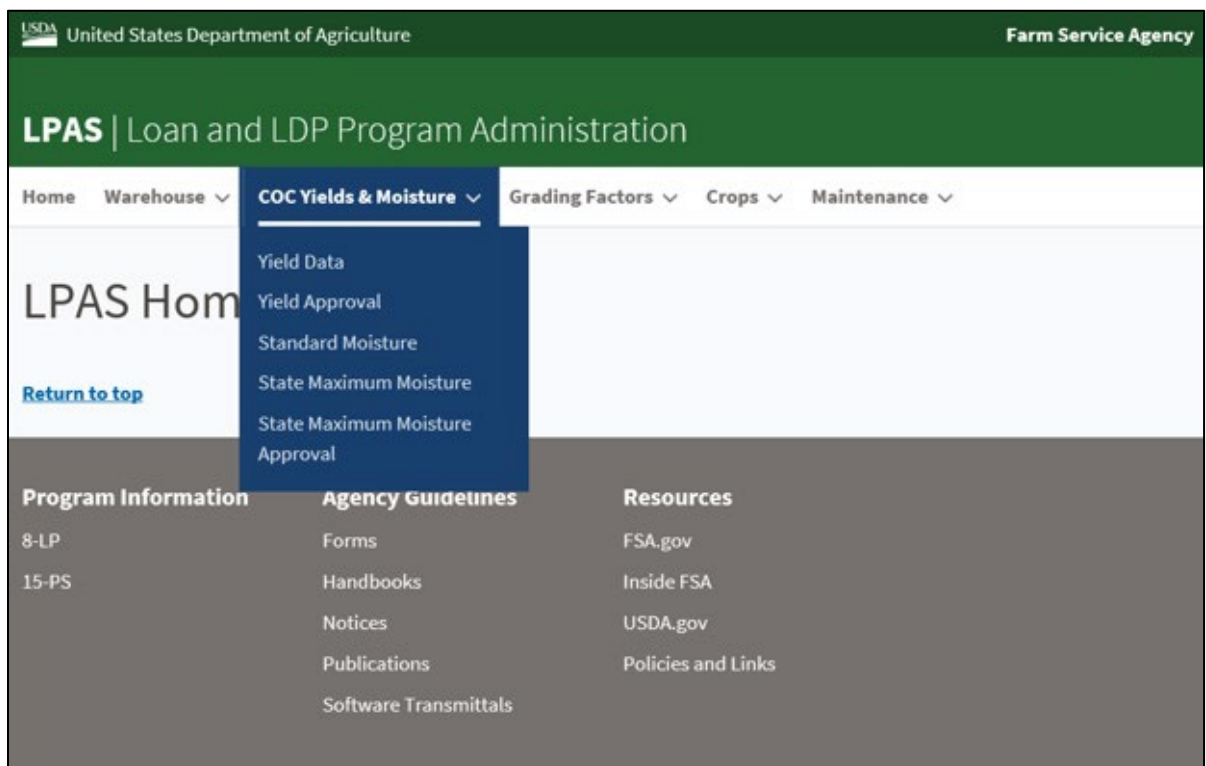
### \*--200 State Maximum Moisture Main Menu

#### 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.--\*

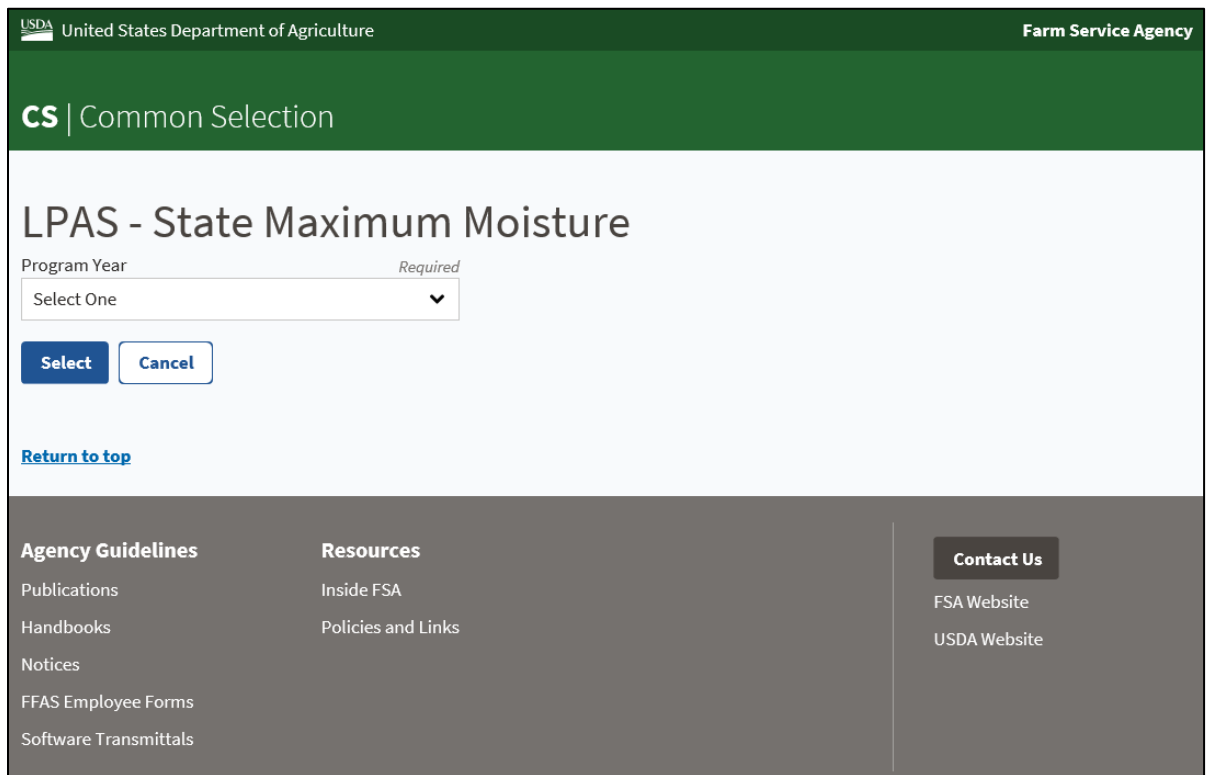
**\*--201 State Maximum Moisture Screen**

**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](#)

<p><b>Agency Guidelines</b></p> <ul style="list-style-type: none"> <li>Publications</li> <li>Handbooks</li> <li>Notices</li> <li>FFAS Employee Forms</li> <li>Software Transmittals</li> </ul>	<p><b>Resources</b></p> <ul style="list-style-type: none"> <li>Inside FSA</li> <li>Policies and Links</li> </ul>	<p><b>Contact Us</b></p> <ul style="list-style-type: none"> <li>FSA Website</li> <li>USDA Website</li> </ul>
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--\*

**\*--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.

<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.  <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  <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.  <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**

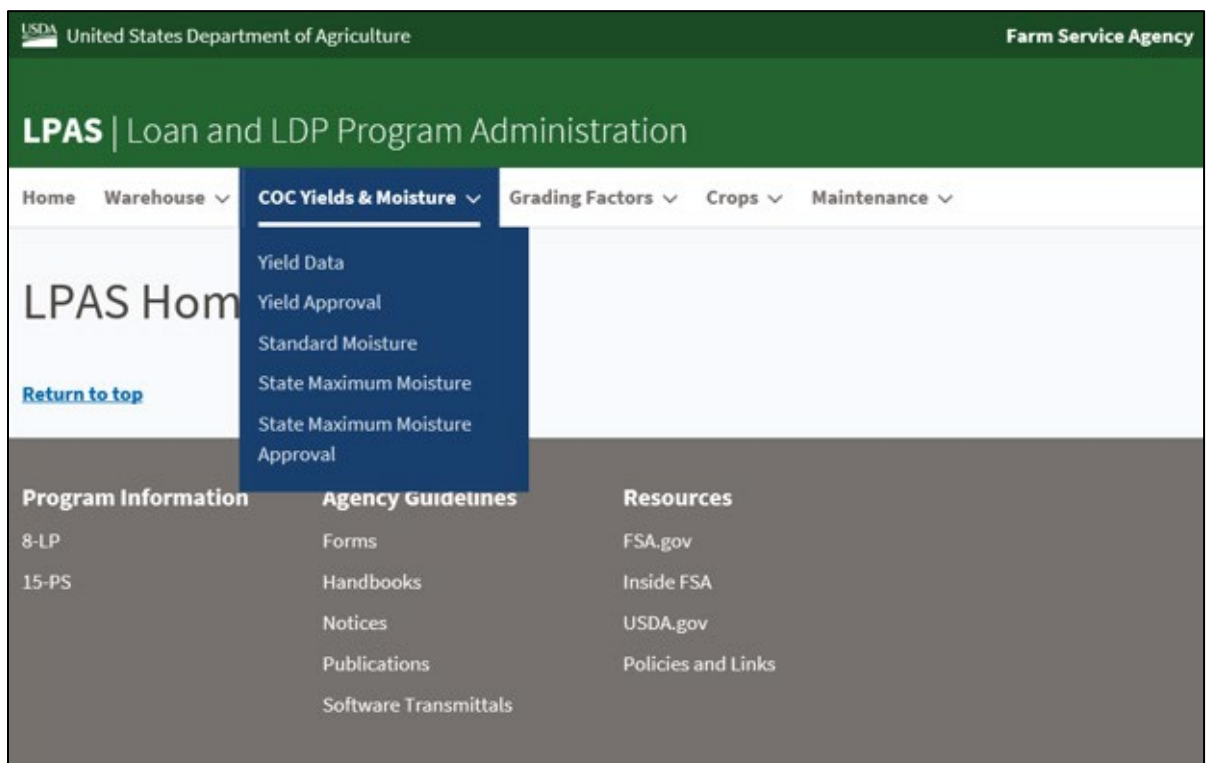
**A Overview**

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”.--\*

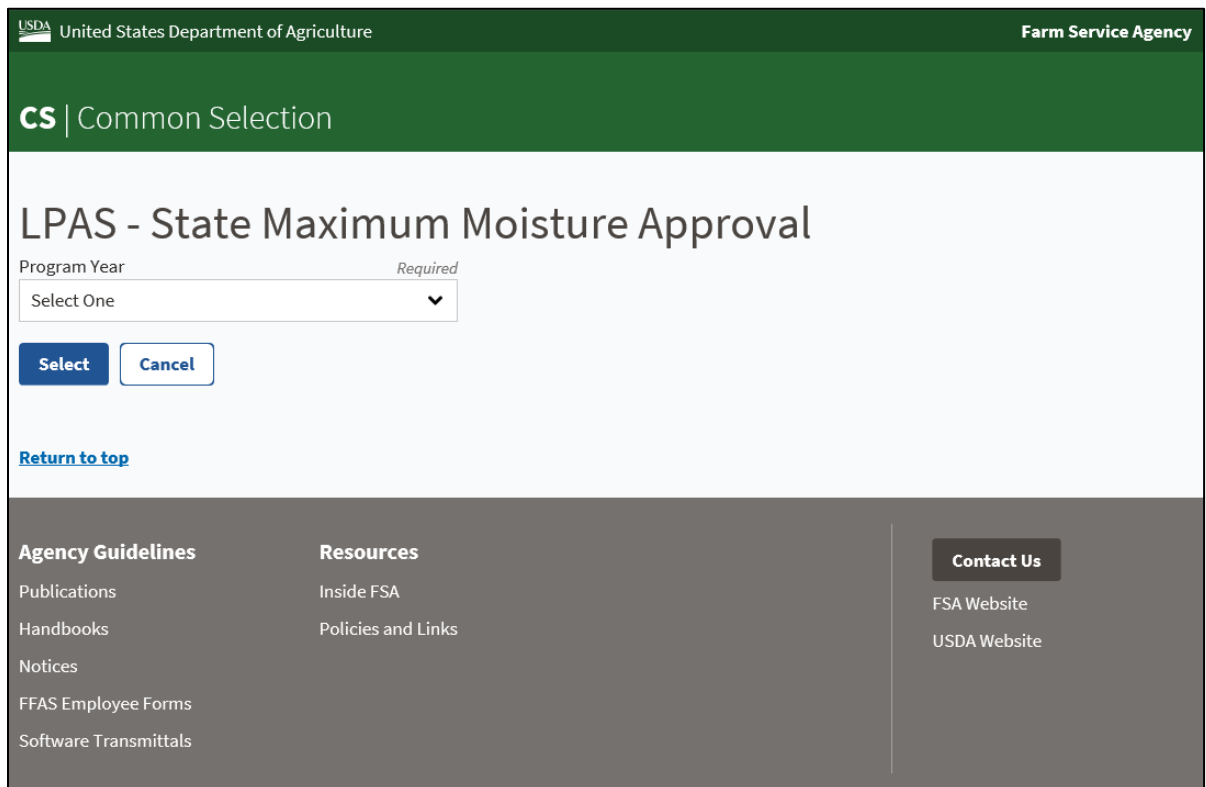
**\*--204 State Maximum Moisture Approval Screen**

**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.



USDA United States Department of Agriculture Farm Service Agency

**CS | Common Selection**

## LPAS - State Maximum Moisture Approval

Program Year Required

Select One ▼

Select Cancel

[Return to top](#)

<p><b>Agency Guidelines</b></p> <ul style="list-style-type: none"> <li>Publications</li> <li>Handbooks</li> <li>Notices</li> <li>FFAS Employee Forms</li> <li>Software Transmittals</li> </ul>	<p><b>Resources</b></p> <ul style="list-style-type: none"> <li>Inside FSA</li> <li>Policies and Links</li> </ul>	<p><b>Contact Us</b></p> <ul style="list-style-type: none"> <li>FSA Website</li> <li>USDA Website</li> </ul>
--	--	--

--\*

**\*--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.

<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.  <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.  <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.


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)

Commodity Name	Commodity Code	Standard Moisture	Shrink Factor	State Maximum Moisture
Barley	2200	14.50	1.30	<input type="text" value="18.50"/>
Canola	7200	10.00	1.10	<input type="text"/>
Chickpeas	5100	15.00	1.30	<input type="text"/>
Corn	2000	15.50	1.30	<input type="text" value="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.

**207-299 (Reserved)**

**Parts 5-9 (Reserved)**

**300-799 (Reserved)**

**\*--Part 10 Reasonable Quantity Management System****800 General Information****A Overview**

RQMS is a web-based system that contains a producer's RQ information that is used to determine available quantity for MALs and LDPs.

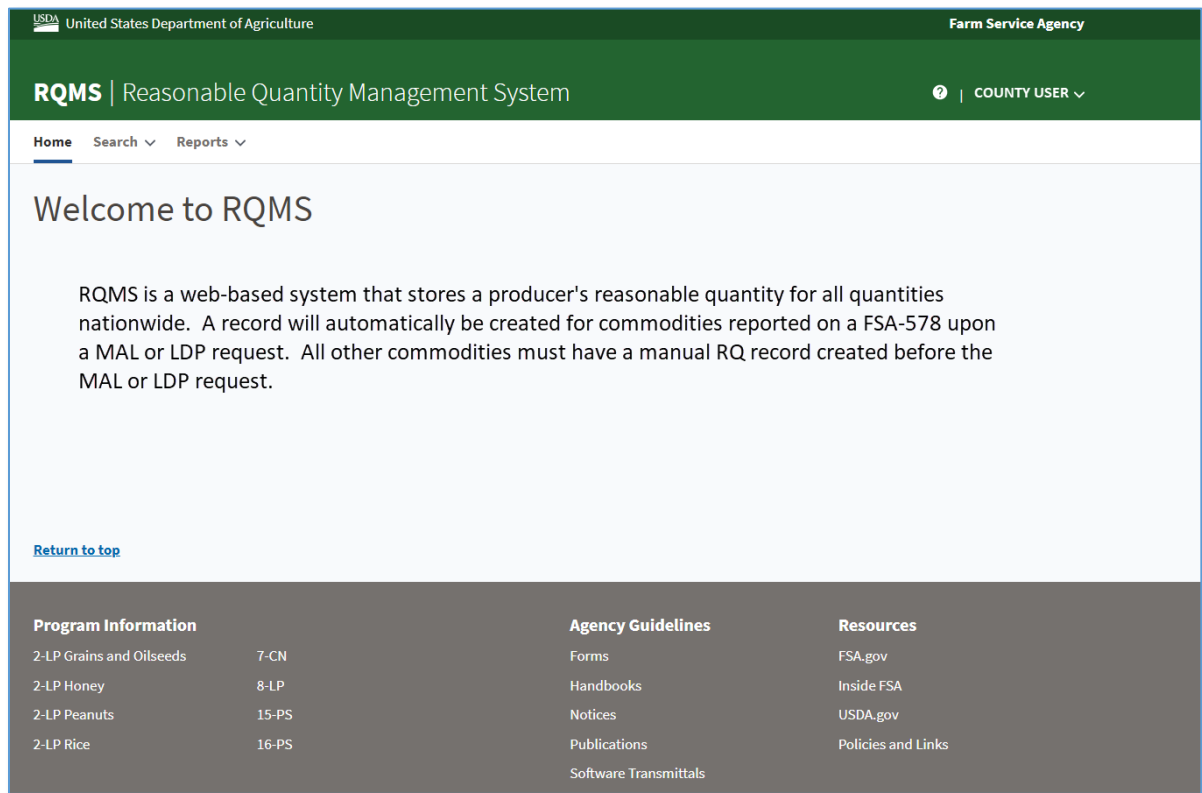
**Note:** RQ records are automatically created for eligible commodities with an acreage report on file upon the first request for a MAL or LDP. Manual records will need to be created for all commodities not supported by a report of acreage, such as wool, mohair, pelts, honey, and seed cotton, before the corresponding MAL or LDP request.

Users have the option to search RQ records for individual producers or for the entire county.--\*

\*--800 General Information (Continued)

**B Example of RQMS Home Screen**

The following is an example of the RQMS Home Screen.



**C Action**

Access the RQMS application according to the following.

Step	Action
1	Access the FSA Applications Intranet page at <b><a href="https://intranet.fsa.usda.gov/fsa/applications.asp">https://intranet.fsa.usda.gov/fsa/applications.asp</a></b> .
2	Under “FSA Applications”, “Application Directory”, CLICK P-Z.
3	CLICK “Reasonable Quantity Management System (RQMS)”.

--\*

**\*--801 Accessing RQ Records****A Overview**

Users have the option to access a specific producer's record or select a producer from the list of all records previously created in a county.

**B Action**

To display the Common Selection Screen and view a producer's RQ record, go to the RQMS Home Screen top navigation bar:

- CLICK "Search" and select either:

- "By Producer"

**Note:** Select the producer from the SCIMS Search Page.

- "By County"

- The Common Selection Screen is displayed.

**Note:** For producers who do not already have a RQ record created, RQMS will create the record at the time of the search request.--\*

## \*--802 Common Selection Screen

### A Overview

The Common Selection Screen is the starting point for administering RQ records.

### B Example of the Common Selection Screen

The following is an example of the Common Selection Screen.

USDA United States Department of Agriculture Farm Service Agency

**CS | Common Selection** COUNTY USER

### RQMS

Crop Year Required  
 Select One ▼

☐ Show All States and Counties

☐ Remember State and County Selected

State Required  
 United States (00) ▼

County Required  
 Select One ▼

[Return to top](#)

--\*

**\*--802 Common Selection Screen (Continued)****C Field Descriptions and Actions**

The following table provides the field descriptions and actions for the Common Selection Screen.

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
Crop Year	Crop year selected will be displayed.	Using the drop-down menu, select the applicable crop year.
Show All States and Counties	System will display all States and counties.	Select the checkbox to view all States.
Remember State and County Selected	Allows user to select a defaulted State and county.	Select the checkbox to default the selected State and county.
State	State selected will be displayed.	Using the drop-down menu, select the applicable State.
County	County selected will be displayed.	Using the drop-down menu, select the applicable county.
Select	Clicking "Select" will display either the producer's RQ record, or all records in the county based on what was selected according to subparagraph 801 B.	CLICK "Select"
Cancel	Cancels the action.	CLICK "Cancel" and return to RQMS Home Screen.

--\*

## \*--803 Producers with Reasonable Quantities Screen

### A Overview

When the user selects “County” from the “Search” option, a list of all producers with a RQ record for the selected crop year, State, and county is displayed.

**Note:** If the user does not see an RQ record for the producer, the user will need to create a RQ record by selecting “Producer” from the “Search” according to subparagraph 801 B.

To access a producer’s RQ record, click the applicable hyperlink of the producer.

### B Example of Producers with Reasonable Quantities Screen

The following is an example of the Producers with Reasonable Quantities Screen.

**RQMS | Reasonable Quantity Management System** COUNTY USER ▾

Home Search ▾ Reports ▾

**Crop Year:** 2021  
**State:** Maryland **County:** Frederick

Producers with Reasonable Quantities

Producer Name
<a href="#">ABC FARMS</a>
<a href="#">PRODUCER, IMA</a>
<a href="#">XYZ LLC</a>

[Return to top](#)

--\*

## \*--804 Reasonable Quantity Management Screen

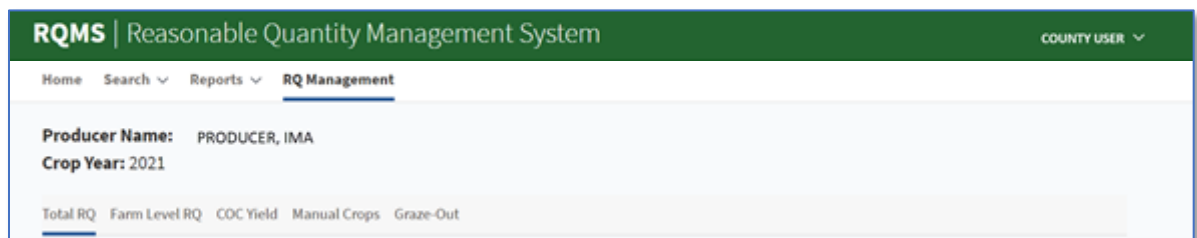
### A Overview

After selection of the producer, the Total RQ Screen is displayed on the Reasonable Quantity Management Screen. Users can navigate throughout RQMS by clicking any of the following tabs:

- Total RQ
- Farm Level RQ
- COC Yield
- Manual Crops
- Graze-Out.

### B Example of Reasonable Quantity Management Screen

The following is an example of the Total Reasonable Quantity Management Screen after a producer is selected.



--\*

**\*--804 Reasonable Quantity Management Screen (Continued)****C Fields Descriptions and Actions**

The following table provides the field descriptions and actions for the Total Reasonable Quantity Management Screen.

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
Producer Name	Displays the producer's name.	
Crop Year	Displays the crop year.	
Total RQ	Displays the producer's RQ when a certified FSA-578 is on file.	CLICK "Total RQ" to display the producer's total RQ record.  <b>Note:</b> See paragraph 805.
Farm Level RQ	Displays the producer's farm level RQ.	CLICK "Farm Level RQ" to display the producer's farm level record.  <b>Note:</b> See paragraph 806.
COC Yield	Displays the established COC yield for the farm record.	CLICK "COC Yield" to display the COC yield data.  <b>Note:</b> See paragraph 807.
Manual Crops	Displays the producer's manual crops.	CLICK "Manual Crops" to display the producer's manual crops.  <b>Note:</b> See paragraph 808.
Graze-Out	Displays the producer's eligible graze-out options.	CLICK "Graze-Out" to display graze-out options.  <b>Note:</b> See paragraph 809.

**805 Total RQ Screen****A Overview**

The Total RQ Screen displays the producer's RQ when a certified FSA-578 has been recorded and the COC yield has been entered in LPAS. If there is no certified FSA-578 on file or the COC-established yield has not been entered in LPAS, then "No record was found" will be displayed.

**Note:** If the FSA-578 is modified while in RQMS, the user must exit the RQMS application and re-access the record to update the reasonable quantity.--\*

## \*--805 Total RQ Screen (Continued)

**B Example of the Total RQ Screen**

The following is an example of the Total RQ Screen for the selected producer.

Commodity	Total Reasonable Quantity	Available Reasonable Quantity
Corn - YC	26,900.00	26,900.00
Barley - BRL	1,404.80	1,404.80
Wool - NON	500.00	500.00
Wheat - SRW	4,293.00	4,293.00

**C Field Descriptions**

The following table provides the field descriptions for the Total RQ Screen.

Field/Button	Description
Producer Name	Displays the producer's name.
Crop Year	Displays the crop year.
Commodity	Displays the commodity type.
Total Reasonable Quantity	<p>Displays the total RQ.</p> <p>This is a calculated field of the producer's acreage multiplied by the COC yield.</p> <p><b>Note:</b> This field is a sum of the calculated irrigated and non-irrigated acres.</p>
Available Reasonable Quantity	Displays the available RQ to be used for an LDP or MAL application.

--\*

**\*--806 Farm Level RQ Screen**

**A Overview**

The Farm Level RQ Screen displays the producer's reasonable quantity at the State, county, and farm level.

**B Example of the Farm Level RQ Screen**

The following is an example of the Farm Level RQ Screen for the selected producer.

RQMS | Reasonable Quantity Management System

COUNTY USER

Home

Search

RQ Management

Producer Name: IMA FARMER

Crop Year: 2019

Total RQ

Farm Level RQ

COC Yield

Manual Crops

Graze-Out

State	County	Farm	Commodity	Class	Compliance Crop Type	Acres	Farm Reasonable Quantity
Maryland	Frederick	0000297	Barley	BRL	SPR	17.56	1,404.80
Maryland	Carroll	0001561	Corn	YC	YEL	75.20	9,400.00
Maryland	Frederick	0000297	Corn	YC	YEL	175.00	17,500.00
Maryland	Frederick	0000318	Wheat	SRW	SRW	71.55	4,293.00

--\*

## \*--806 Farm Level RQ Screen (Continued)

**C Field Descriptions**

The following table provides the field descriptions for the Farm Level RQ Screen.

<b>Field/Button</b>	<b>Description</b>
Producer Name	Displays the producer's name.
Crop Year	Displays the crop year.
State	Displays the State's physical location of the acreage.
County	Displays the county's physical location of the acreage.
Farm	Displays the farm number for the acreage.
Commodity	Displays the commodity.
Class	Displays the commodity class.
Compliance Crop Type	Displays the crop type.
Acres	Displays reported acres for the farm record.
Farm Reasonable Quantity	<p>Displays the producer's calculated farm RQ.</p> <p>The Farm Reasonable Quantity is determined by multiplying the acreage of the commodity/crop type/irrigation status by the COC yield for each farm.</p> <p><b>Example:</b> Farm 1 is 100 acres, 50 acres Corn-Yellow (non-irrigated) and 50 acres Corn-Yellow (irrigated)</p> <p>COC Yield for Corn Yellow</p> <ul style="list-style-type: none"> <li>• 160 bu/ac (irrigated)</li> <li>• 100 bu/ac (non-irrigated)</li> </ul> <p>50 x 160 = 8,000 bu  50 x 100 = 5,000 bu  Total Farm RQ =13,000 bu.</p>

--\*

\*--807 COC Yield

## A Overview

The COC Yield Screen:

- displays RQ information for each commodity at the farm level and the COC yield used to calculate RQ
- allows users associated with the farm's physical county location to override the COC yield for a Farm level RQ record. See 8-LP for guidance on establishing and managing COC-established yields.

## B Example of the COC Yield Screen

The following is an example of the COC Yield Screen for the RQ record of the producer selected.

**RQMS** | Reasonable Quantity Management System
 COUNTY USER

[Home](#)
[Search](#)
[RQ Management](#)

**Producer Name:** IMA FARMER  
**Crop Year:** 2019

Total RQ
 Farm Level RQ
 

COC Yield

 Manual Crops
 Graze-Out

Select	State	County	Farm	Commodity	Class	Compliance Crop Type	Acres	Practice	COC Yield	Override Yield	Farm RQ
<input type="radio"/>	Maryland	Frederick	0000297	Barley	BRL	SPR	17.56	N	80.000		1,404.80
<input type="radio"/>	Maryland	Carroll	0001561	Corn	YC	YEL	75.20	N	125.000		9,400.00
<input type="radio"/>	Maryland	Frederick	0000297	Corn	YC	YEL	175.00	N	100.000		17,500.00
<input type="radio"/>	Maryland	Frederick	0000318	Wheat	SRW	SRW	71.55	N	60.000		4,293.00

Edit COC Yield

--\*

## \*--807 COC Yield (Continued)

**C Field Descriptions and Actions**

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

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
Producer Name	Displays the producer's name.	
Crop Year	Displays the crop year.	
Select		Click the radio button to select an existing COC yield record to edit.
State	Displays the physical State for the farm record.	
County	Displays the physical county for the farm record.	
Farm	Displays the farm number.	
Commodity	Displays the commodity for the farm record.	
Class	Displays the commodity class.	
Compliance Crop Type	Displays the crop type.	
Acres	Displays the reported acres for the farm record.	
Practice	Displays the irrigation practice for the commodity record.	
COC Yield	Displays the established COC yield for the farm record.	
Override Yield	Displays data when the COC yield has been overridden.	
Farm RQ	Displays the farm RQ.	
Edit COC Yield	Displays the adjusted existing COC yields.	CLICK "Edit COC Yield".

--\*

**\*--808 Manual Crops**

**A Overview**

Manual records must be created **before** a producer has requested a loan or LDP for the following commodities:

- honey
- mohair
- pelts
- seed cotton
- wool.

**B Example of the Manual Crops Screen**

The following is an example of the Manual Crops Screen when a record has been created for a producer.

The screenshot displays the 'RQMS | Reasonable Quantity Management System' interface. At the top, there's a green header with the system name and a 'COUNTY USER' dropdown. Below the header, a navigation bar includes 'Home', 'Search', and 'RQ Management'. The main content area shows 'Producer Name: IMA FARMER' and 'Crop Year: 2019'. A tabbed interface at the bottom of this section includes 'Total RQ', 'Farm Level RQ', 'COC Yield', 'Manual Crops' (which is selected and highlighted with a red box), and 'Graze-Out'. Below the tabs is a table with the following data:

Select	State	County	Farm	Commodity	Class	Reasonable Quantity
<input type="radio"/>	Maryland	Frederick	123	Wool	NON	500.00

At the bottom of the screen, there are three buttons: 'Add' (blue), 'Edit' (light blue), and 'Delete' (red).

--\*

**\*--808 Manual Crops (Continued)****C Field Descriptions and Actions**

The following table provides the field descriptions and actions for the Manual Crops Screen.

<b>Field/Button</b>	<b>Description/Action</b>	<b>Actions</b>
Producer Name	Displays the producer's name.	
Crop Year	Displays the crop year.	
Select		Click the radio button next to the applicable crop to edit.
State	Displays the physical State for the farm record.	
County	Displays the physical county for the farm record	
Farm	Displays the farm number.	
Commodity	Displays the commodity for the manual crop record.	
Class	Displays the commodity class.	
Reasonable Quantity	Displays the reasonable quantity for the manual crop record.	
Add	Adds a manual crop record.	CLICK "Add".
Edit	Edits an existing manual crop record.	CLICK "Edit".
Delete	Deletes an existing manual crop record.	CLICK "Delete".

--\*

## \*--809 Manual Crops Entry Screen

### A Overview

The Manual Crops Entry Screen allows the user to enter the details for the manual crop.

### B Example of the Manual Crops Entry Screen

The following is an example of the Manual Crops Entry Screen when adding a new manual crop record.

**RQMS | Reasonable Quantity Management System** COUNTY USER ▾

Home Search RQ Management

**Producer Name:** IMA FARMER  
**Crop Year:** 2019

Total RQ · Farm Level RQ · COC Yield · **Manual Crops** · Graze-Out

State Required Select a State ▾ Commodity Required Select a Commodity ▾

County Required Select a County ▾ Class Required ▾

Farm Required Reasonable Quantity Required

**Save** Cancel

--\*

**\*--809 Manual Crops Entry Screen (Continued)****C Field Descriptions and Actions**

The following table provides the field descriptions and actions for the Manual Crops Entry Screen.

<b>Field/Button</b>	<b>Description</b>	<b>Action</b>
Producer Name	Displays the producer's name.	
Crop Year	Displays the crop year.	
State	Displays selected State.	Using the drop-down menu, select the State.
County	Displays selected County.	Using the drop-down menu, select the county.
Farm	Displays the farm number associated with the commodity.	Enter the farm number associated with the commodity.
Commodity	Displays selected commodity.	Using the drop-down menu, select the commodity.
Class	Displays the class selected, if applicable.	Select the class from the drop-down menu, if applicable.
Reasonable Quantity	Displays the RQ for the selected commodity.	Enter the RQ for the selected commodity
Save	Saves new manual crop record.	CLICK "Save".
Cancel	Cancels the draft manual crop entry and returns the user to the previous screen.	CLICK "Cancel".

--\*

**\*--810 Graze-Out Screen**

**A Overview**

The Graze-Out Screen displays the producer's eligible commodities when an FSA-578 has been recorded for the following commodities with an intended or actual use of "GZ":

- barley
- oats
- triticale
- wheat.

**B Example of Graze-Out Screen**

The following is an example of the Graze-Out Screen when a record has been found for a producer.

RQMS   Reasonable Quantity Management System										COUNTY USER
<a href="#">Home</a> <a href="#">Search</a> <a href="#">RQ Management</a>										
<b>Producer Name:</b> IMA FARMER <b>Crop Year:</b> 2019										
<a href="#">Total RQ</a> <a href="#">Farm Level RQ</a> <a href="#">COC Yield</a> <a href="#">Manual Crops</a> <a href="#">Graze-Out</a>										
State	County	Farm	Tract	Field	Acres	Practice	Commodity	Class	Yield	Reasonable Quantity
Maryland	Frederick	0000323	1962	1	21.13	N	Wheat	SRW	59.000	1,246.67
Maryland	Frederick	0000323	1962	3	12.75	N	Wheat	SRW	59.000	752.25
Maryland	Frederick	0000323	1962	4	6.57	N	Wheat	SRW	59.000	387.63
Maryland	Frederick	0000323	1962	5	6.14	N	Wheat	SRW	59.000	362.26
Maryland	Frederick	0000323	1962	6	1.84	N	Wheat	SRW	59.000	108.56

--\*

**\*--810 Graze-Out Screen (Continued)****C Field Descriptions**

The following table provides the field descriptions for the Graze-Out Screen.

<b>Field/Button</b>	<b>Description</b>
Producer Name	Displays the producer's name.
Crop Year	Displays the crop year.
State	Displays the State's physical location of the acreage.
County	Displays the county's physical location of the acreage.
Farm	Displays the farm number.
Tract	Displays the tract number.
Field	Displays the field number.
Acres	Displays the number of reported eligible acres for the farm record.
Practice	Displays the irrigation practice for the commodity record.
Commodity	Displays the commodity type for the crop.
Class	Displays the commodity class.
Yield	Displays the yield for the commodity.
Reasonable Quantity	Displays the calculated RQ for the crop.

--\*



**Reports, Forms, Abbreviations, and Redelegations 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

**Redelegations of Authority**

None.



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