

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Paragraph 22 has been withdrawn because selection of program year is no longer applicable.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 Selection of a program year is no longer applicable.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 Selection of a crop year is no longer applicable.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

Table of Contents

Page No.

Part 1 General Information

1	Overview.....	1-1
2	Responsibilities and Functionality.....	1-2
3-19	(Reserved)	

Part 2 Warehouse Information

20	General Information.....	2-1
21	Warehouse Menu Screen.....	2-2
22	(Withdrawn--Amend. 3).....	2-3
23	Warehouse Data Search Screen.....	2-4
24	Warehouse Data Search Results Screen.....	2-5
24.5	View Warehouse Results Screen.....	2-6
25	Warehouse Favorites.....	2-6.6
26	Creating Warehouse Favorites.....	2-9
27	Adding Warehouses to Warehouse Favorites.....	2-10
28	Warehouse Search Results Screen.....	2-12
29	Deleting Warehouse From Warehouse Favorites.....	2-13
30-99	(Reserved)	

Part 3 COC Yields

100	COC Yields Main Menu.....	3-1
101	COC Yields Screen.....	3-2
102	COC Yields Results Screen.....	3-4
103	COC Yields Second Party Approval.....	3-6
104	COC Yields Approval Results Screen.....	3-9
105	Modify COC Yields.....	3-11
106-199	(Reserved)	

Part 4 Other Administrative Functions

200	State Maximum Moisture Main Menu.....	4-1
201	State Maximum Moisture Screen.....	4-3
202	State Maximum Moisture Results Screen.....	4-5
203	State Maximum Moisture Approval Main Menu.....	4-7
204	State Maximum Moisture Approval Screen.....	4-9
205	State Maximum Moisture Approval Results Screen.....	4-11
206	Modify State Maximum Moisture.....	4-13

Table of Contents (Continued)

Exhibits

- 1 Reports, Forms, Abbreviations, and Redelegations of Authority
- 2 (Reserved)
- 3 Menu and Screen Index

Part 2 Warehouse Information

20 General Information

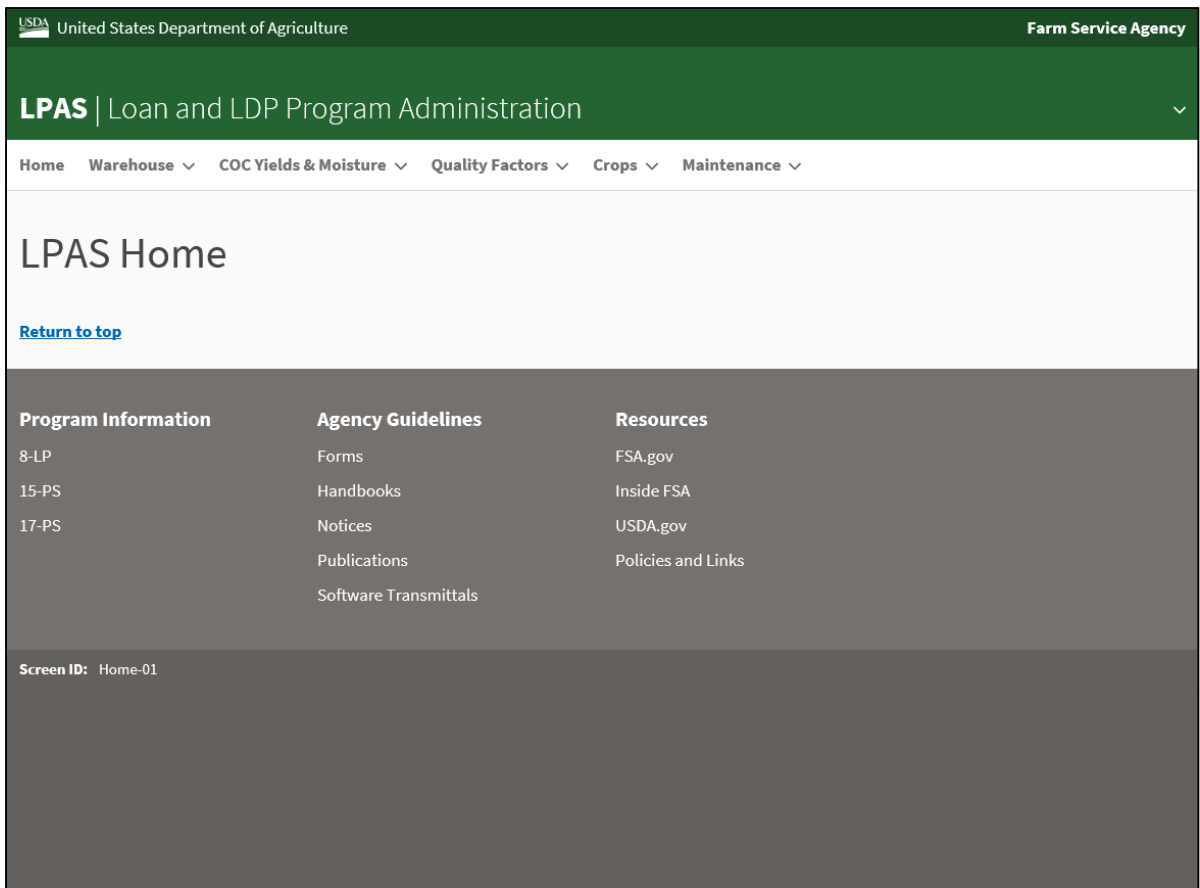
A Overview

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.

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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.

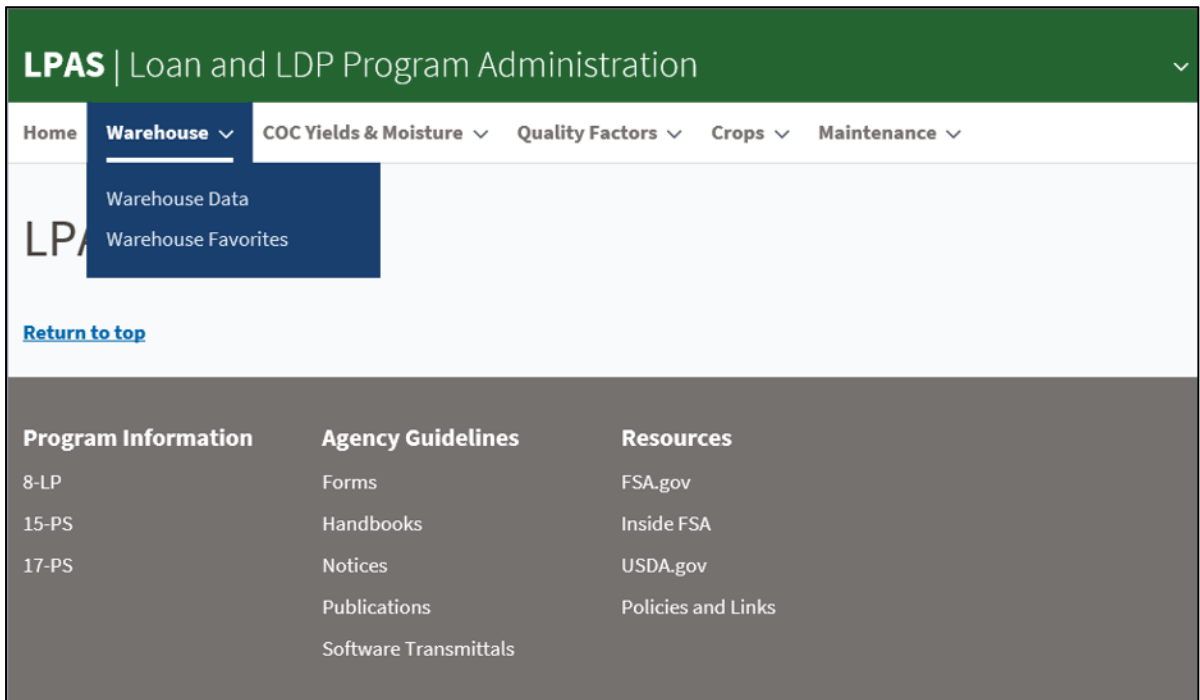
LPAS provides the ability to:

- 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.

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--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”.

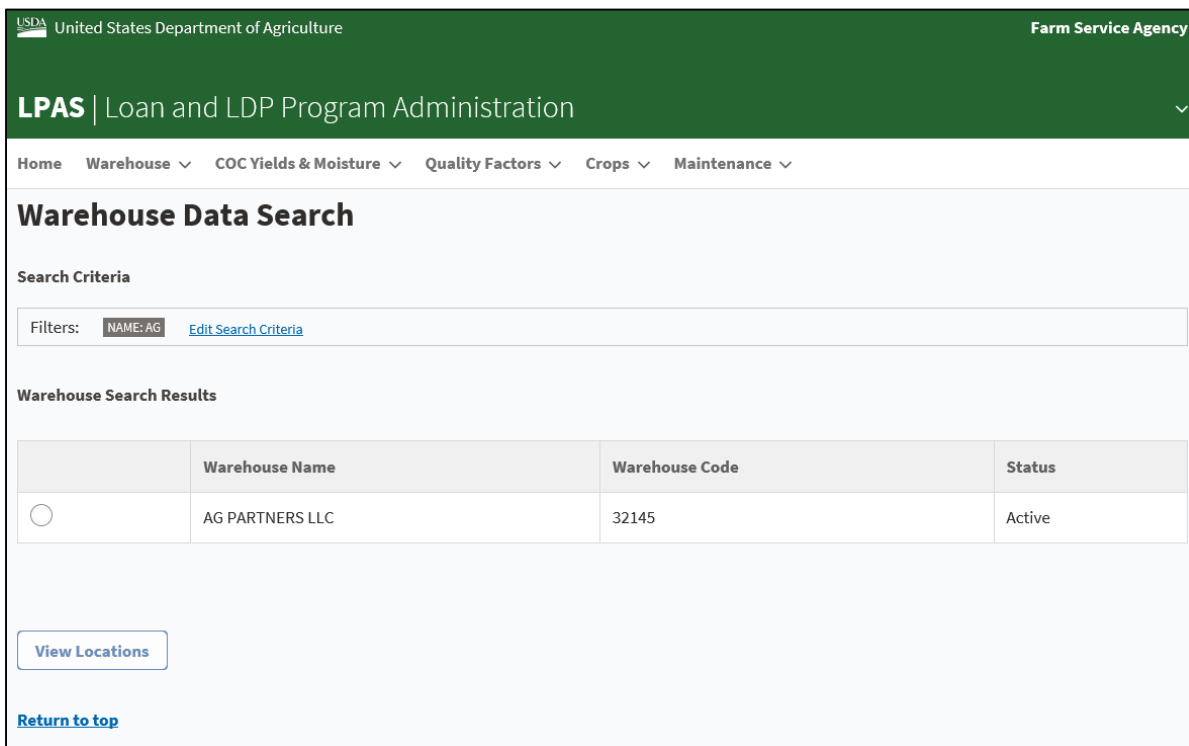
--24 Warehouse Data Search Results Screen--

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



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--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	

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***--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.

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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](#)

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

Screen ID: Warehouse-favorites-list

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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.

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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](#)

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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

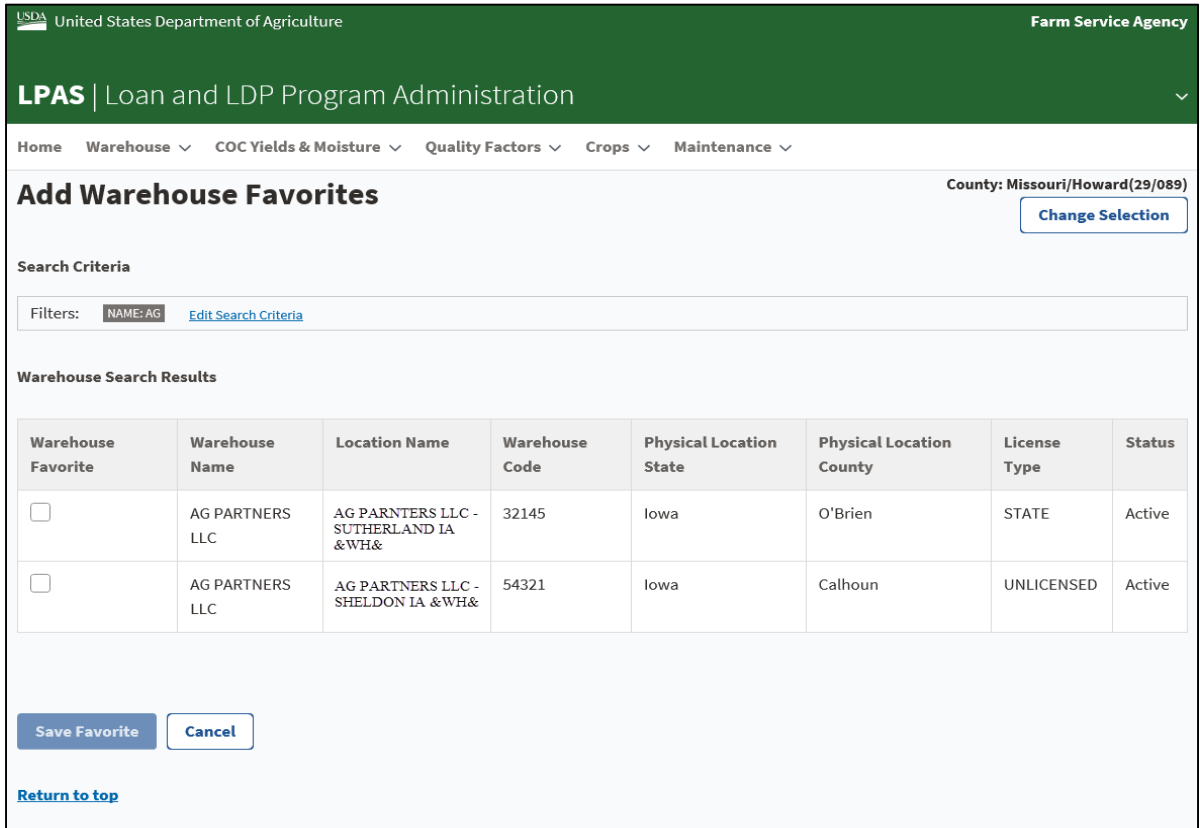
A Overview

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.

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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.

Menu and Screen Index

The following menus and screens are displayed in this handbook.

Title	Reference
Add Warehouse Favorites Screen	27, 28
LPAS Home Screen	20
LPAS Warehouse Favorites Screen	25
View Warehouse Results Screen	24.5
Warehouse Data Search Results Screen	24
Warehouse Data Search Screen	23
Warehouse Favorites Screen	26
Warehouse Menu Screen	21
COC Yield Menu Screen	100
COC Yield Screen	101
COC Yields Results Screen	102, 105
COC Yield Approval Screen	103
COC Yields Approval Results Screen	104
State Maximum Moisture Main Menu Screen	200
State Maximum Moisture Screen	201
State Maximum Moisture Results Screen	202, 206
State Maximum Moisture Approval Main Menu Screen	203
State Maximum Moisture Approval Screen	204
State Maximum Moisture Approval Results Screen	205

