

For: FSA Offices

**eLDP Software Enhancements to Add Load Summary Function
for County Office Processed Applications**

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

eLDP software has been enhanced to include eLDP load summary requests supported by load summary documentation. These types of LDP requests are commonly referred to as “Load Summary” LDP requests.

It has been determined that at this time the “Load Summary” function will only be available for internally processed eLDP requests.

Future enhancements will allow external producers to process similar type requests.

B Purpose

This notice provides State and County Offices with information about recent eLDP software enhancements that allow for load summary requests to be processed by County Offices.

C Contact

If there are questions or situations not addressed in this notice, State Offices shall contact Laura Schlote, PSD, by either of the following:

- telephone at 202-720-7785
- e-mail at laura.schlote@wdc.usda.gov.

Disposal Date	Distribution
October 1, 2005	All FSA Offices; State Offices relay to County Offices

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2 Processing Load Summary Applications

A Background

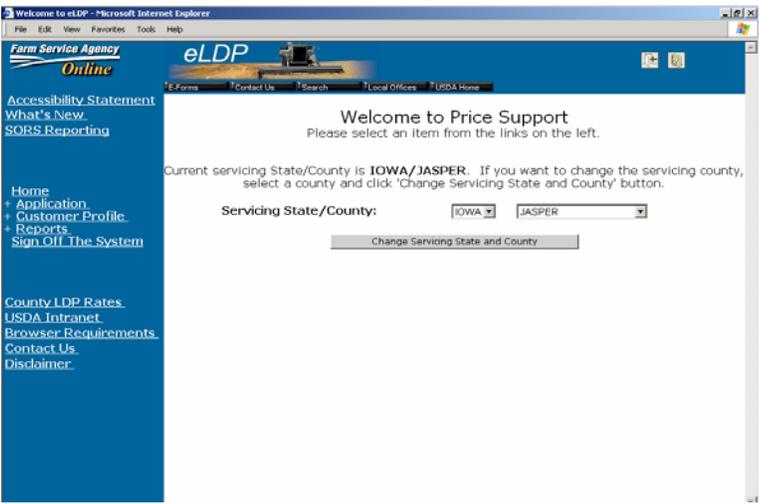
Load summary requests:

- are for quantities **stored** off the farm in a commercial warehouse, elevator, etc., in which a warehouse receipt is not issued
- are for quantities stored on the farm in which production evidence is available (i.e. weight slips)
- receive the LDP rate in effect on the date of request in the State and county in which the commodity is stored
- may contain summarized documents
- include information such as gross and net quantity, moisture, test weight, etc.

B Common Steps for Processing eLDP Applications

Begin processing all applications according to the following table. Then based on the type of request, follow the applicable tables for:

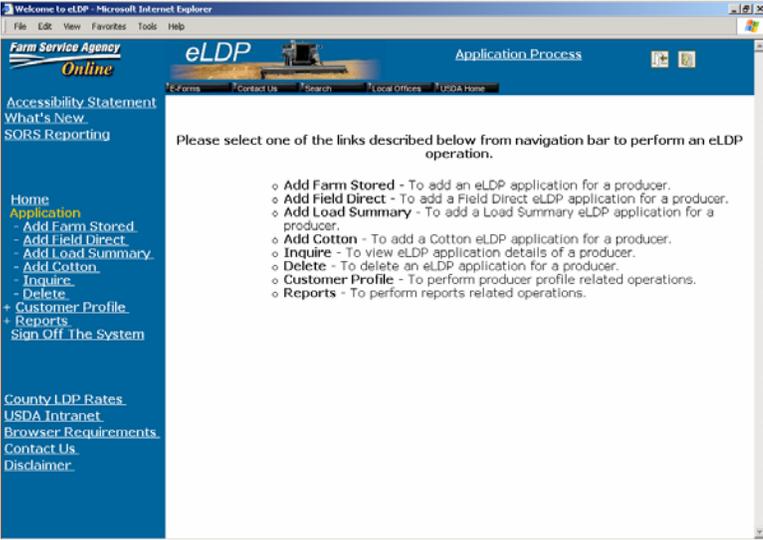
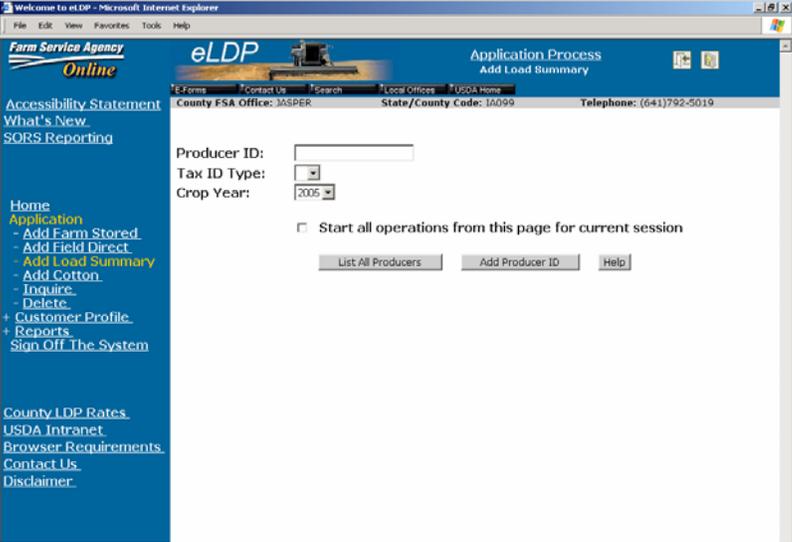
- individual producers or entities (subparagraph C)
- multiple producers (subparagraph D)
- partnerships and joint operations (subparagraph E).

Step	Action
1	<p>On the “Welcome to Price Support” page, use the drop-down box to select the producer’s State and county.</p> 

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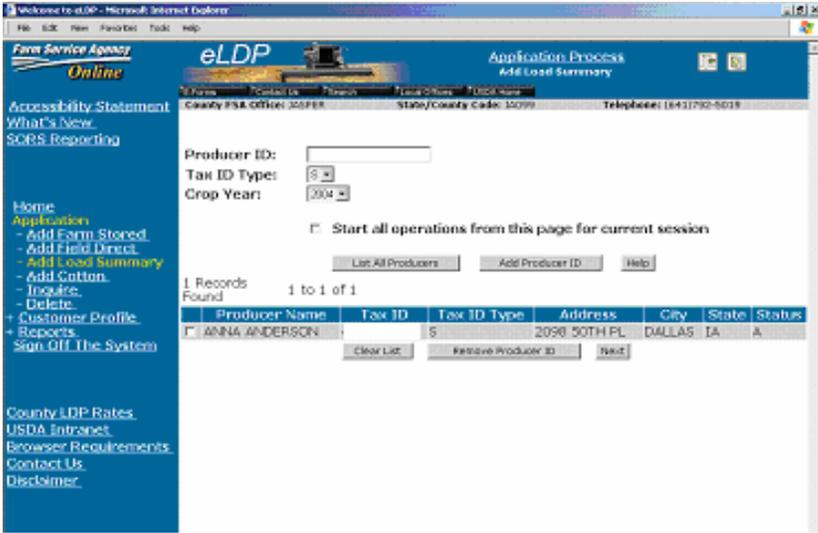
2 Processing Load Summary Applications (Continued)

B Common Steps for Processing eLDP Applications (Continued)

Step	Action
2	<p>Select "Application".</p> 
3	<p>Select "Load Summary". An Application Process Screen will be displayed.</p> 
4	<p>Select "Crop Year" from the drop down box.</p>

2 Processing Load Summary Applications (Continued)

C Processing Applications for an Individual Producer or Entity

Step	Action
1	Initiate the application according to subparagraph B.
2	<p data-bbox="358 394 930 430">Proceed according to either of the following.</p> <ul data-bbox="358 470 1352 541" style="list-style-type: none"> <li data-bbox="358 470 1352 541">• Select the producer or entity identification number; click “Add Producer ID”, then click “Next” to proceed to the application.  <ul data-bbox="358 1148 1365 1220" style="list-style-type: none"> <li data-bbox="358 1148 1365 1220">• Click “List All Producers” for a list of profiles established and select the applicable producer or entity. Click “OK”. 

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2 Processing Load Summary Applications (Continued)

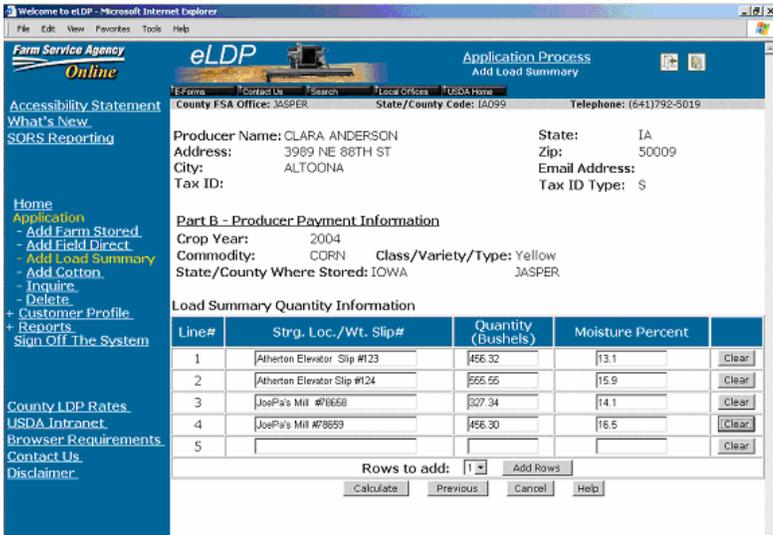
C Processing Applications for an Individual Producer (Continued)

Step	Action
6	<p>On the Application Process Screen, enter:</p> <ul style="list-style-type: none"> • commodity • class/variety/type • State and county where commodity is stored • request date • COC approval date. <div data-bbox="506 663 1256 1184" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>The screenshot shows the 'eLDP Application Process' web interface. The top navigation bar includes 'Farm Service Agency Online', 'eLDP', and 'Application Process Add Load Summary'. The main content area is divided into two sections. The top section displays producer information: 'County FSA Office: JASPER', 'State/County Code: IA099', and 'Telephone: (641)792-5019'. Below this, the producer's name 'CLARA ANDERSON' and address '3989 NE 88TH ST, ALTOONA, IA 50009' are listed. The bottom section, titled 'Part B - Producer Payment Information', contains several dropdown menus: 'Crop Year' (2004), 'Commodity' (CORN), 'Class/Variety/Type' (Yellow), 'State/County Where Stored' (IOWA, JASPER), 'Request Date' (2005, April, 19), and 'COC Approval Date' (2005, July, 30). At the bottom of this section are 'Next', 'Cancel', and 'Help' buttons.</p> </div> <p>Click "Next".</p>

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2 Processing Load Summary Applications (Continued)

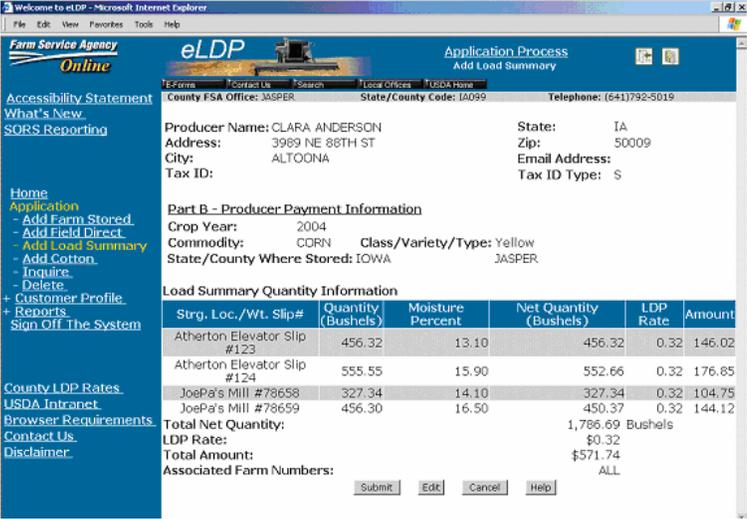
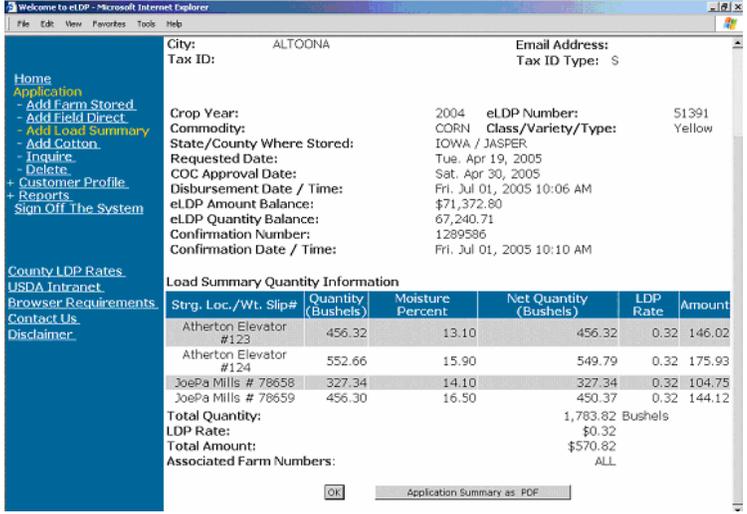
C Processing Applications for an Individual Producer (Continued)

Step	Action
7	<p>Enter:</p> <ul style="list-style-type: none"> • storage location and any applicable quantity identification (i.e. weight slip number) • quantity • any applicable moisture (optional). <div style="text-align: center; margin: 10px 0;">  </div> <p>Note: "Moisture Percent" column is not displayed for peanuts, wool, mohair, or pelts.</p> <p>Click “Calculate”.</p> <p>The software will:</p> <ul style="list-style-type: none"> • determine the LDP rate based on the request date of the application for the State and location where commodity is stored • deduct any applicable moisture. <p>Use “Previous” button to go back to commodity selection page.</p>

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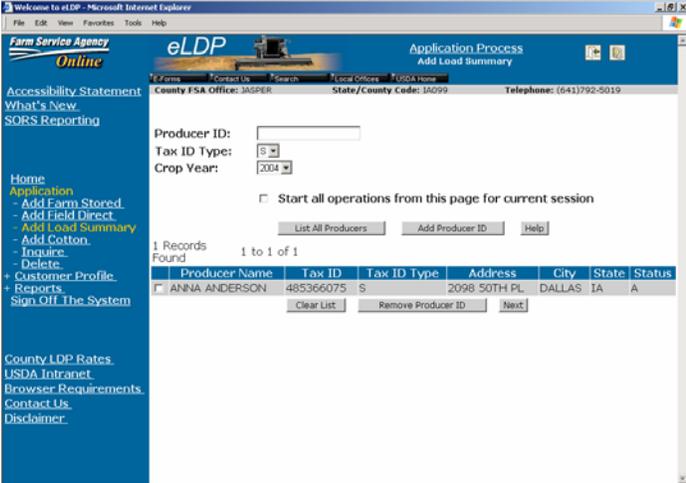
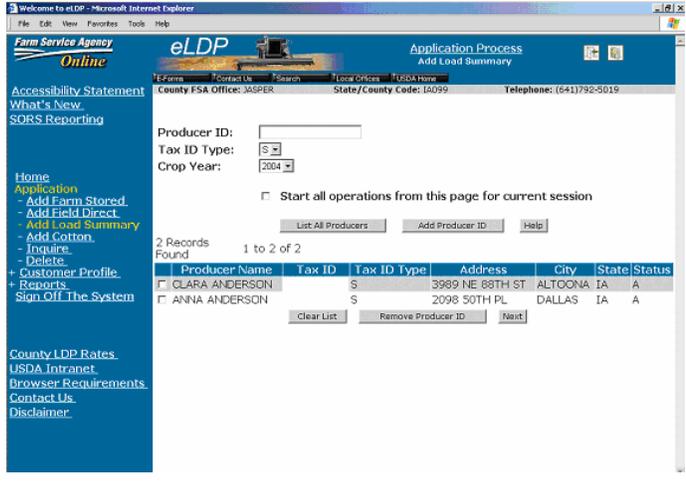
2 Processing Load Summary Applications (Continued)

C Processing Applications for an Individual Producer or Entity (Continued)

Step	Action
8	<p>The following Application Summary Screen will be displayed.</p>  <p>Click “Submit” to process the eLDP.</p> <p>Use the “Previous” button to go back to the Load Summary Quantity Screen.</p>
9	<p>The Application Summary Page will be displayed.</p>  <p>Click "OK" to return to the Welcome to Price Support page.</p> <p>Click “Application Summary as PDF” to print a summary of the application.</p>

2 Processing Load Summary Applications

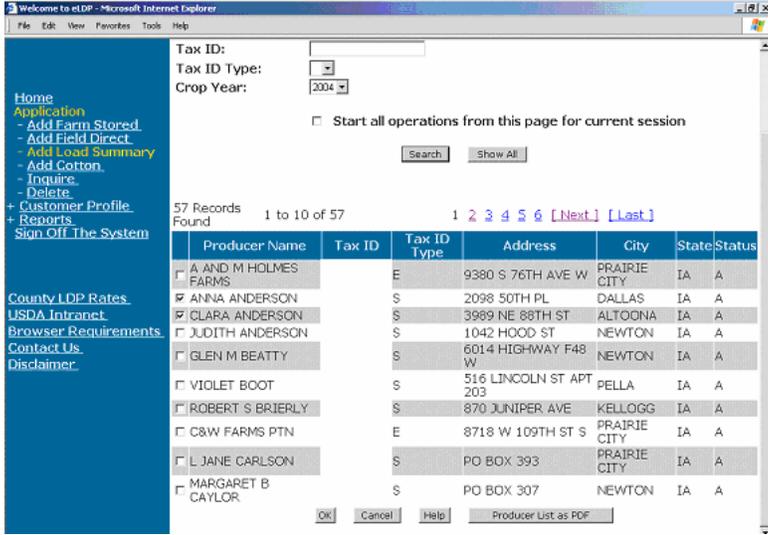
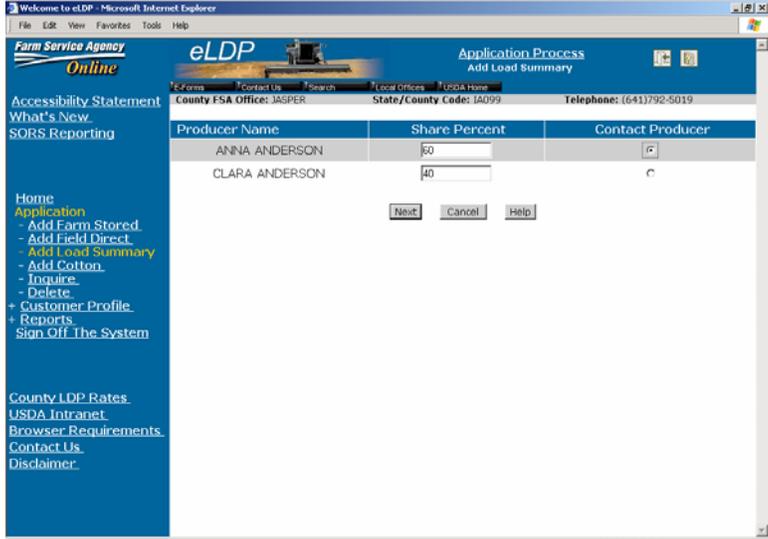
D Processing Applications for Multiple Producers

Step	Action
1	Initiate application according to subparagraph B.
2	<p data-bbox="358 401 933 436">Proceed according to either of the following.</p> <ul data-bbox="358 478 1356 548" style="list-style-type: none"> <li data-bbox="358 478 1356 548">• Enter the first producer’s identification number and click “Add Producer ID”.  <ul data-bbox="358 1108 1356 1178" style="list-style-type: none"> <li data-bbox="358 1108 1356 1178">• Enter the next producer’s identification number and click “Add Producer ID”; the next producer’s name will be displayed.  <p data-bbox="358 1724 1404 1793">Repeat this process for any additional producers. Click “Next” after all producers have been selected.</p>

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2 Processing Load Summary Applications (Continued)

D Processing Applications for Multiple Producers (Continued)

Step	Action
<p>2 (cntd)</p>	<ul style="list-style-type: none"> Click “List All Producers” for a list of profiles established. Select the applicable producers. Click “OK”. 
<p>3</p>	<p>On the following screen:</p> <ul style="list-style-type: none"> enter the applicable shares click contact producer, if applicable click “Next”. 

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2 Processing Load Summary Applications (Continued)

D Processing Applications for Multiple Producers (Continued)

Step	Action																																																																												
4	Continue to process the application according to subparagraph C, steps 6 through 9. Note: The name of the contact person will only appear during the application process.																																																																												
5	The following is an example of the application summary for a multiple producer application. <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">eLDP Summary</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>County FSA Office: JASPER</td> <td>State/County Code: IA009</td> <td>Telephone: (641)792-0099</td> </tr> <tr> <td>Producer Name: CLARA ANDERSON</td> <td>State/County Where Shown: IOWA / JASPER</td> <td></td> </tr> <tr> <td>Crop Year: 2004</td> <td>Requested Date: Tue, Apr 12, 2005</td> <td></td> </tr> <tr> <td>Commodity: CORN</td> <td>COC Approval Date: Sat, Apr 23, 2005</td> <td></td> </tr> <tr> <td>Commodity Class: Yellow</td> <td>Disbursement Date/Time: Fri, Jul 01, 2005 09:39 AM</td> <td></td> </tr> <tr> <td>eLDP Number: 51390</td> <td>Confirmation Number: 1289284</td> <td></td> </tr> <tr> <td>Tax ID:</td> <td>Confirmation Date/Time: Fri, Jul 01, 2005 09:41 AM</td> <td></td> </tr> </table> <table border="0" style="width: 100%;"> <tr> <td>LDP Rate: \$ 0.30</td> <td>eLDP Quantity Balance: 70,613.53 Bushels</td> </tr> <tr> <td>Total Quantity: 3,763.51 Bushels</td> <td>eLDP Amount Balance: \$ 145,775.95</td> </tr> </table> <p>Research & Promotion Fee: Clerks Fee: Denied Market Gain: Total Amount: \$ 1,129.06</p> <p>Associated Firm Numbers: ALL</p> <p>Production Evidence Submitted</p> <hr/> <p>Load Summary Quantity Information</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Strg. Loc./Wt. Signif</th> <th>Quantity (Bushels)</th> <th>Moisture Percent</th> <th>Net Quantity (Bushels)</th> <th>LDP Rate</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Happy Valley #427</td> <td>1223.33</td> <td>15.63</td> <td>1221.74</td> <td>0.30</td> <td>\$ 366.52</td> </tr> <tr> <td>Happy Valley #400</td> <td>1350.12</td> <td>14.10</td> <td>1350.12</td> <td>0.30</td> <td>\$ 405.04</td> </tr> <tr> <td>Happy Valley #402</td> <td>1201.02</td> <td>16.10</td> <td>1191.65</td> <td>0.30</td> <td>\$ 357.50</td> </tr> </tbody> </table> <p>Producer Information</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Name & Address</th> <th>Clerks Fee</th> <th>Research Promotion Fee</th> <th>Denied Market Gain</th> <th>Share Percent (%)</th> <th>Net Quantity (Bushels)</th> <th>Amount</th> <th>Available Quantity (Bushels)</th> <th>Available Amount</th> </tr> </thead> <tbody> <tr> <td>CLARA ANDERSON 3060 NE 98TH ST 4E TOLONA IA 50009 (Contact Producer)</td> <td></td> <td></td> <td></td> <td>60.00</td> <td>2,208.11</td> <td>\$ 677.44</td> <td>69,624.53</td> <td>\$ 71,943.62</td> </tr> <tr> <td>ANNA ANDERSON 2088 50TH PL DALLAS IA 50002</td> <td></td> <td></td> <td></td> <td>40.00</td> <td>1,505.40</td> <td>\$ 451.62</td> <td>1,586.03</td> <td>\$ 73,832.33</td> </tr> </tbody> </table> </div>	County FSA Office: JASPER	State/County Code: IA009	Telephone: (641)792-0099	Producer Name: CLARA ANDERSON	State/County Where Shown: IOWA / JASPER		Crop Year: 2004	Requested Date: Tue, Apr 12, 2005		Commodity: CORN	COC Approval Date: Sat, Apr 23, 2005		Commodity Class: Yellow	Disbursement Date/Time: Fri, Jul 01, 2005 09:39 AM		eLDP Number: 51390	Confirmation Number: 1289284		Tax ID:	Confirmation Date/Time: Fri, Jul 01, 2005 09:41 AM		LDP Rate: \$ 0.30	eLDP Quantity Balance: 70,613.53 Bushels	Total Quantity: 3,763.51 Bushels	eLDP Amount Balance: \$ 145,775.95	Strg. Loc./Wt. Signif	Quantity (Bushels)	Moisture Percent	Net Quantity (Bushels)	LDP Rate	Amount	Happy Valley #427	1223.33	15.63	1221.74	0.30	\$ 366.52	Happy Valley #400	1350.12	14.10	1350.12	0.30	\$ 405.04	Happy Valley #402	1201.02	16.10	1191.65	0.30	\$ 357.50	Name & Address	Clerks Fee	Research Promotion Fee	Denied Market Gain	Share Percent (%)	Net Quantity (Bushels)	Amount	Available Quantity (Bushels)	Available Amount	CLARA ANDERSON 3060 NE 98TH ST 4E TOLONA IA 50009 (Contact Producer)				60.00	2,208.11	\$ 677.44	69,624.53	\$ 71,943.62	ANNA ANDERSON 2088 50TH PL DALLAS IA 50002				40.00	1,505.40	\$ 451.62	1,586.03	\$ 73,832.33
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2 Processing Load Summary Applications (Continued)

E Processing Applications For Partnerships and Joint Operations

Step	Action									
1	Initiate application according to subparagraph B.									
2	<ul style="list-style-type: none"> • Select the partnership or joint operation’s identification number • Click “Add Producer ID”. • Click “Next”. <p>The following screen will be displayed showing the current shares. Shares may be revised if necessary for the current application.</p> <div style="text-align: center;"> <p>The screenshot shows the 'Add Load Summary' page in the eLDP system. It displays the following information:</p> <ul style="list-style-type: none"> Partnership Name: A AND M HOLMES FARMS Address: 9380 S 76TH AVE W, PRAIRIE CITY, IA 50228 State: IA, Zip: 50228 Telephone: (641)792-5019 Tax ID Type: E <table border="1"> <thead> <tr> <th>Producer Name</th> <th>Member Share Percent</th> <th>Revised Share Percent</th> </tr> </thead> <tbody> <tr> <td>DUANE WITTMETIER</td> <td>44.45</td> <td>44.45</td> </tr> <tr> <td>DEAN LARSON</td> <td>55.55</td> <td>55.55</td> </tr> </tbody> </table> <p>Buttons at the bottom: Update Member Shares, Cancel, Help</p> </div>	Producer Name	Member Share Percent	Revised Share Percent	DUANE WITTMETIER	44.45	44.45	DEAN LARSON	55.55	55.55
Producer Name	Member Share Percent	Revised Share Percent								
DUANE WITTMETIER	44.45	44.45								
DEAN LARSON	55.55	55.55								
3	Continue to process the application according to subparagraph C steps 6 through 9.									

F Spot-Checking Provisions

Load summary eLDP requests processed by County Offices will not be subject to spot-check provisions and will not appear in the eLDP Production Evidence Reports.