

For: State and County Offices

**Enhancements to Correct eLDP Applications Except Cotton**

Approved by: Acting Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

When an overpayment or underpayment is discovered as a result of a spot check or other means, County Offices are not able to re-access the original eLDP application to make the applicable changes. An incorrect eLDP application must be deleted and re-entered.

When an eLDP application was deleted, a receivable was established for the entire amount. When the corrected application was re-entered, funds from the corrected application were used to offset the outstanding receivable that was established as a result the deletion of the original eLDP application.

eLDP software has been enhanced to allow County Offices to access the eLDP application to make necessary corrections.

This notice is applicable to all crops **except** cotton. Correction software for cotton eLDP applications will be released at a future date.

**B Purpose**

This notice informs State and County Offices of:

- recent software enhancements to access eLDP applications to make corrections
- instructions on correcting eLDP applications.

**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](mailto:laura.schlote@wdc.usda.gov).

<b>Disposal Date</b>	<b>Distribution</b>
February 1, 2007	State Offices; State Offices relay to County Offices
6-26-06	<b>Page 1</b>

## Notice PS-559

### 2 Correcting Versus Deleting eLDP Applications

#### A Correcting Versus Deleting

Some eLDP applications cannot be re-accessed for corrections and must be deleted and re-entered according to 15-PS, subparagraph 600 C.

County Offices must delete and re-enter eLDP applications that have an incorrect:

- crop year
- commodity
- producer.

### 3 Correcting eLDP Applications

#### A eLDP Applications That Have Been Signed in the National Payment Service (NPS)

eLDP applications that have been signed may be re-accessed and corrected.

Applications that are corrected **and** result in an:

- **underpayment** will be passed to NPS for an additional payment of the difference
- **overpayment** will be passed to NPS and a receivable will be established for the amount due.

#### B eLDP Applications That Have Not Been Signed in NPS

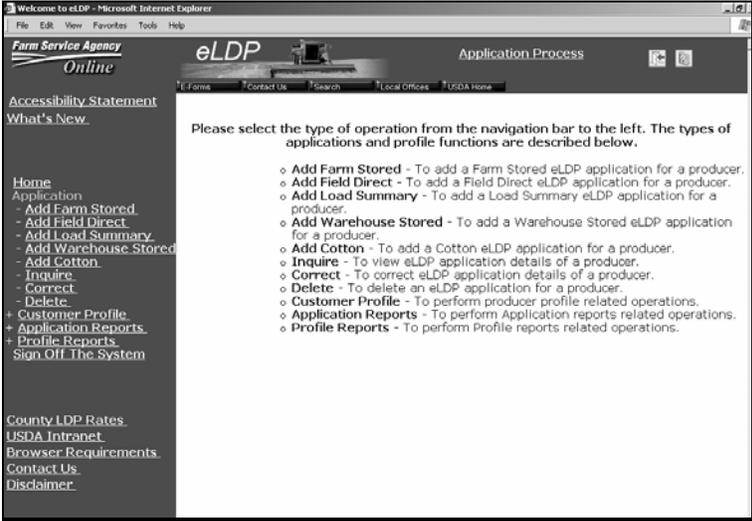
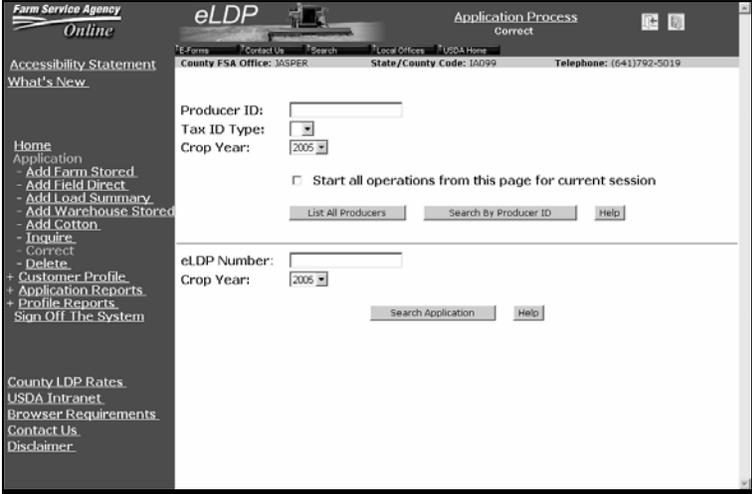
eLDP applications that have been submitted to NPS **and** have **not** been certified or signed can be accessed under the “Correct” function. The original payment will be deleted and the corrected payment will be sent to NPS for certification and signing.

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### 3 Correcting eLDP Applications (Continued)

#### C Accessing the Correction Function

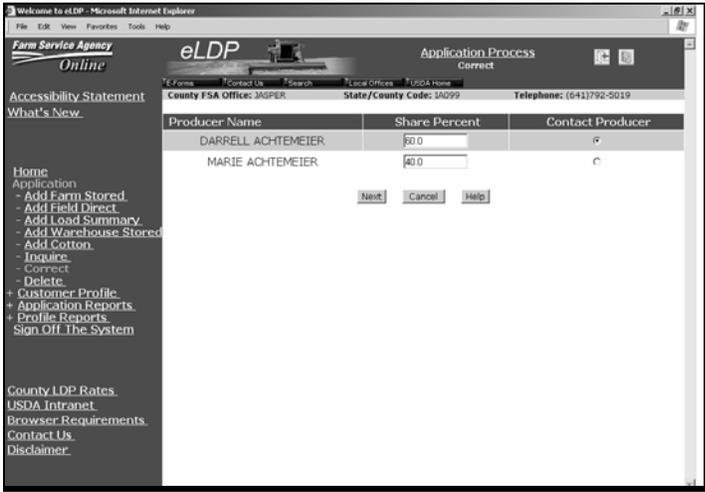
County Offices shall process eLDP corrections according to the following.

Step	Action
1	Access the eLDP web site according to 15- PS, paragraphs 202 and 203.
2	On the <b>Welcome to Price Support</b> Screen, use the drop-down box to select the producer's State and county.
3	On the Application Process Screen, click <b>"Application"</b> .  
4	Click <b>"Correct"</b> and the following screen will be displayed.  

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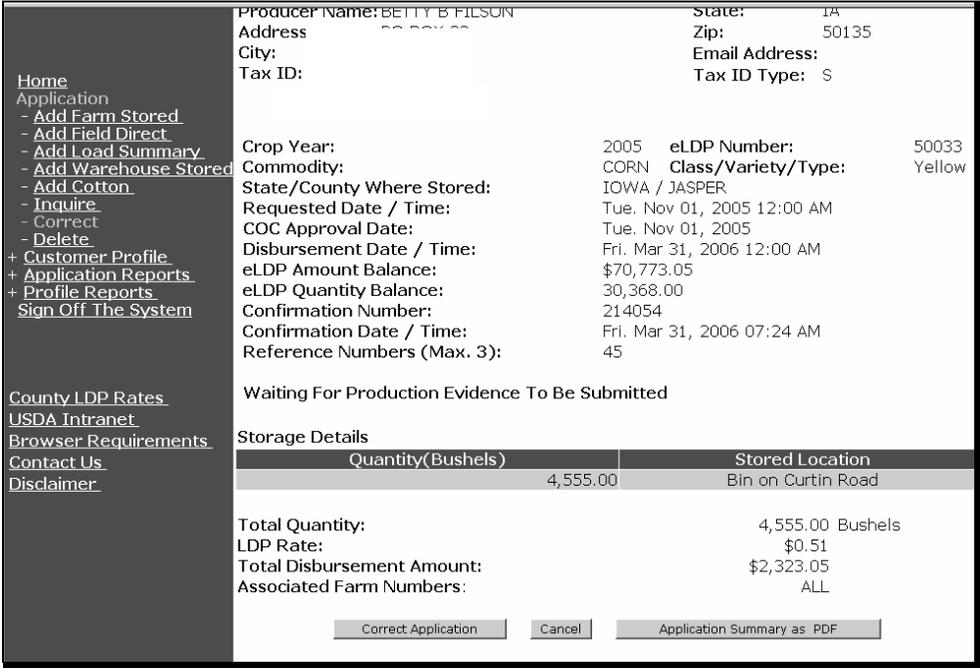
### 3 Correcting eLDP Applications (Continued)

#### C Accessing the Correction Function (Continued)

Step	Action
5	<p>Select the application to be corrected by 1 of the following:</p> <ul style="list-style-type: none"><li>entering the producer/entity ID number according to the following:<ul style="list-style-type: none"><li>enter the producer/entity ID number and type</li><li>click <b>“Search by Producer ID”</b></li><li>click <b>“Next”</b> to proceed to application</li></ul></li><li>list established applications according to the following:<ul style="list-style-type: none"><li>click <b>“List All Producers”</b> for a list producer established</li><li>select the applicable producer</li><li>select the applicable application</li><li>click <b>“OK”</b></li></ul></li><li>search by eLDP number and crop year according to the following:<ul style="list-style-type: none"><li>enter the eLDP number</li><li>enter the crop year</li><li>click <b>“Search Application”</b></li><li>select the applicable application.</li></ul></li></ul> <p>For multiple producer applications, the following screen will be displayed after the application has been selected.</p>  <p>Make the applicable changes and click <b>“Next”</b>.</p>

3 Correcting eLDP Applications (Continued)

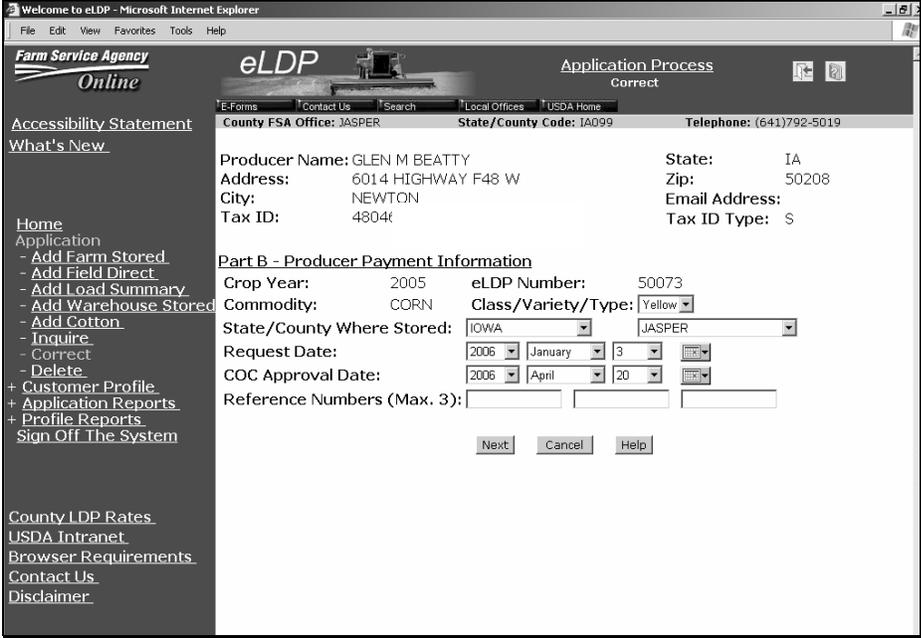
C Accessing the Correction Function (Continued)

Step	Action
6	<p>After the application has been selected, the following screen will be displayed.</p>  <p>Click <b>“Correct Application”</b>.</p> <p>For:</p> <ul style="list-style-type: none"> <li>• farm-stored applications, see subparagraph B</li> <li>• field-direct applications, see subparagraph C</li> <li>• load summary applications, see subparagraph D</li> <li>• warehouse-stored applications, see subparagraph E.</li> </ul>

3 Correcting eLDP Applications (Continued)

D Correcting Farm-Stored Applications

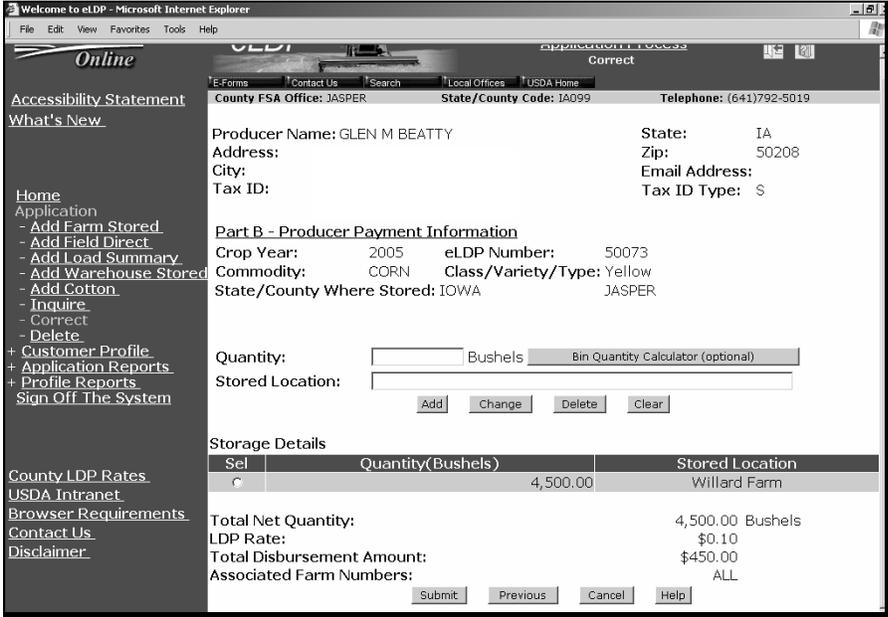
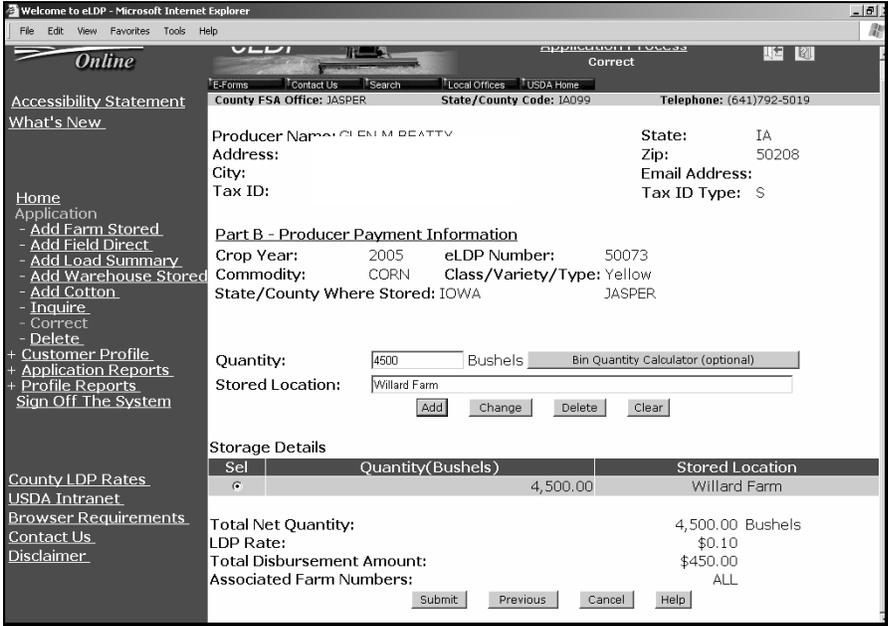
County Offices shall process eLDP corrections for farm-stored eLDP applications according to the following.

Step	Action
1	Access the eLDP application according to subparagraph A.
2	<p>The following screen will be displayed.</p>  <p>Changes may be made to the following fields:</p> <ul style="list-style-type: none"> <li>• “Class/Variety/Type”</li> <li>• “State/County Where Stored”</li> <li>• “Request Date”</li> <li>• COC Approval Date</li> <li>• “Reference Numbers (Max 3)”.</li> </ul> <p><b>Note:</b> The commodity and crop year cannot be corrected. For eLDP applications in which the incorrect commodity or crop year was entered, the application must be deleted according to 15-PS, subparagraph 600 C.</p> <p>Make the applicable changes and click “Next”.</p>

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### 3 Correcting eLDP Applications (Continued)

#### D Correcting Farm-Stored Applications (Continued)

Step	Action
3	<p>The following screen will be displayed.</p>  <p>Click the radio button to the left of the quantity to correct an existing entry.</p> <p>The following screen will be displayed.</p>  <p>Make the applicable changes.</p>

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3 Correcting eLDP Applications (Continued)

D Correcting Farm-Stored Applications (Continued)

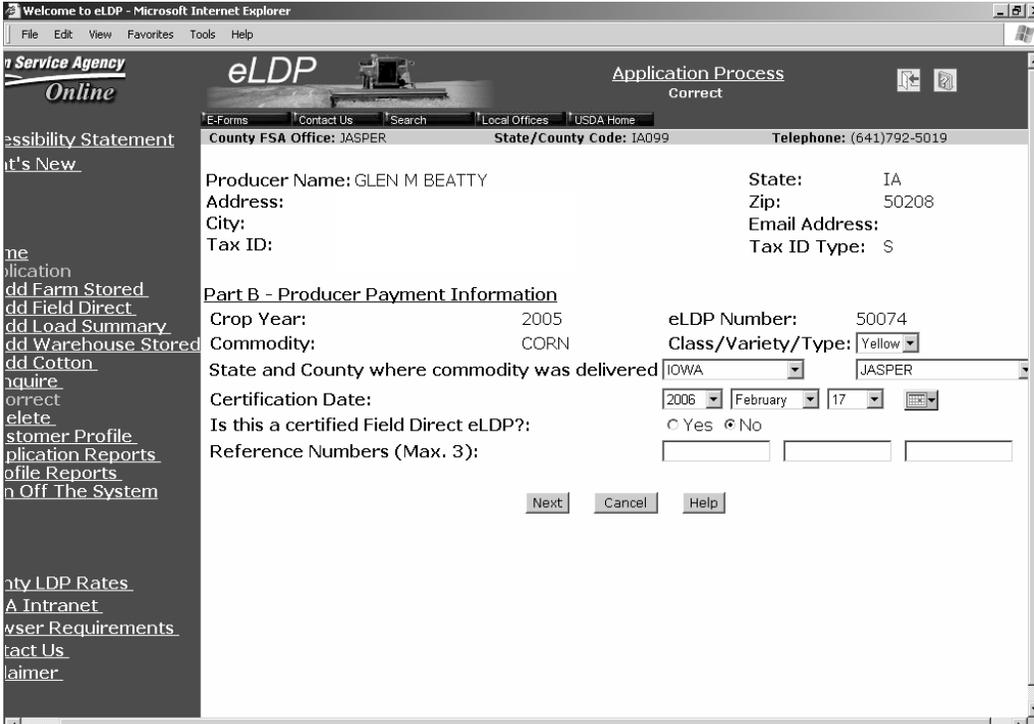
Step	Action
3 (Cntd)	Click any of the following: <ul style="list-style-type: none"><li>• <b>“Change”</b> to accept the changes</li><li>• <b>“Delete”</b> to delete the quantity</li><li>• <b>“Add”</b> to add additional quantities and stored locations</li><li>• <b>“Submit”</b> to process the correction.</li></ul> Go to paragraph 4.

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3 Correcting eLDP Applications (Continued)

E Correcting Field-Direct Applications

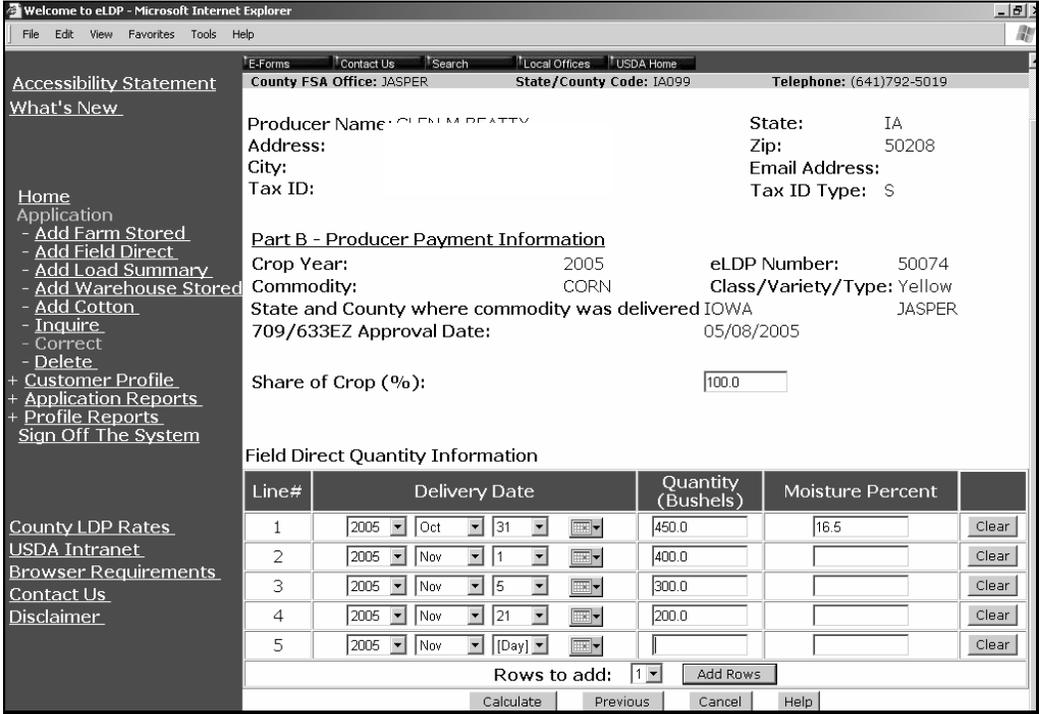
County Offices shall process eLDP corrections for field-direct eLDP applications according to the following.

Step	Action
1	Access the eLDP application according to subparagraph A.
2	<p>The following screen will be displayed.</p>  <p>Changes may be made to the following fields:</p> <ul style="list-style-type: none"> <li>• “Class/Variety/Type”</li> <li>• “State/County where commodity was delivered”</li> <li>• “Certification Date”</li> <li>• “Is this a certified Field Direct eLDP?”</li> <li>• “Reference Numbers (Max. 3)”.</li> </ul> <p><b>Note:</b> The commodity and crop year cannot be corrected. For eLDP applications in which the incorrect commodity or crop year was entered, the application must be deleted according to 15-PS, subparagraph 600 C.</p> <p>Make the applicable changes and click “Next”.</p>

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3 Correcting eLDP Applications (Continued)

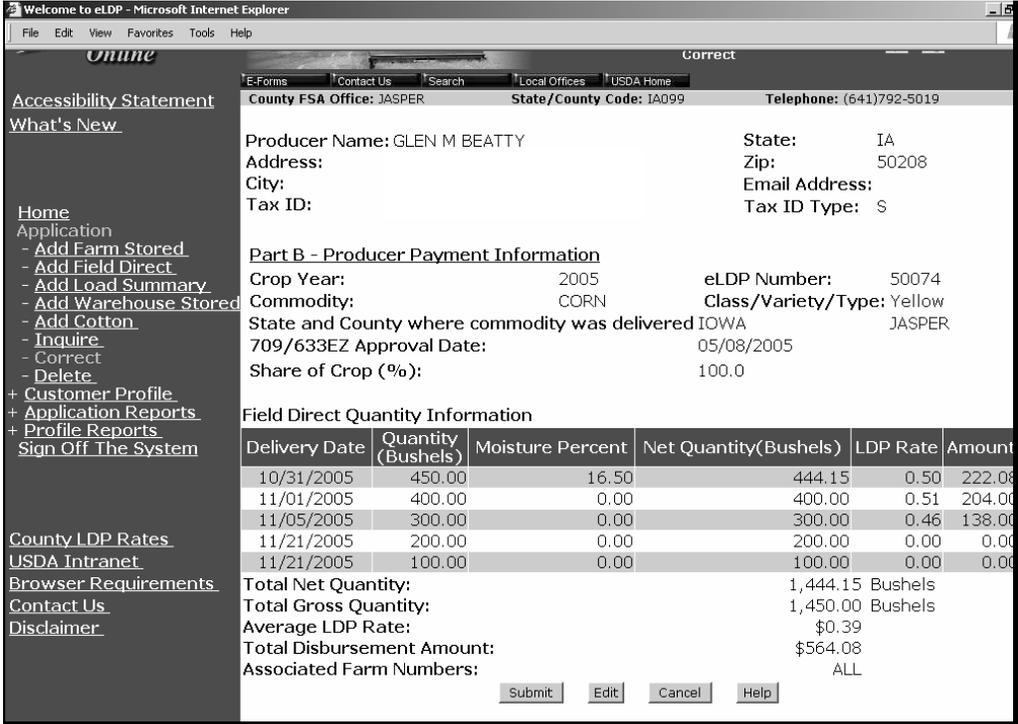
E Correcting Field-Direct Applications (Continued)

Step	Action
3	<p>The following screen will be displayed.</p>  <p>Make the applicable changes and click <b>“Calculate”</b> to recalculate the application.</p> <p><b>Note:</b> Additional changes may be made after clicking <b>“Calculate”</b>. Make sure to click <b>“Calculate”</b> after all changes have been made.</p>

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3 Correcting eLDP Applications (Continued)

E Correcting Field-Direct Applications (Continued)

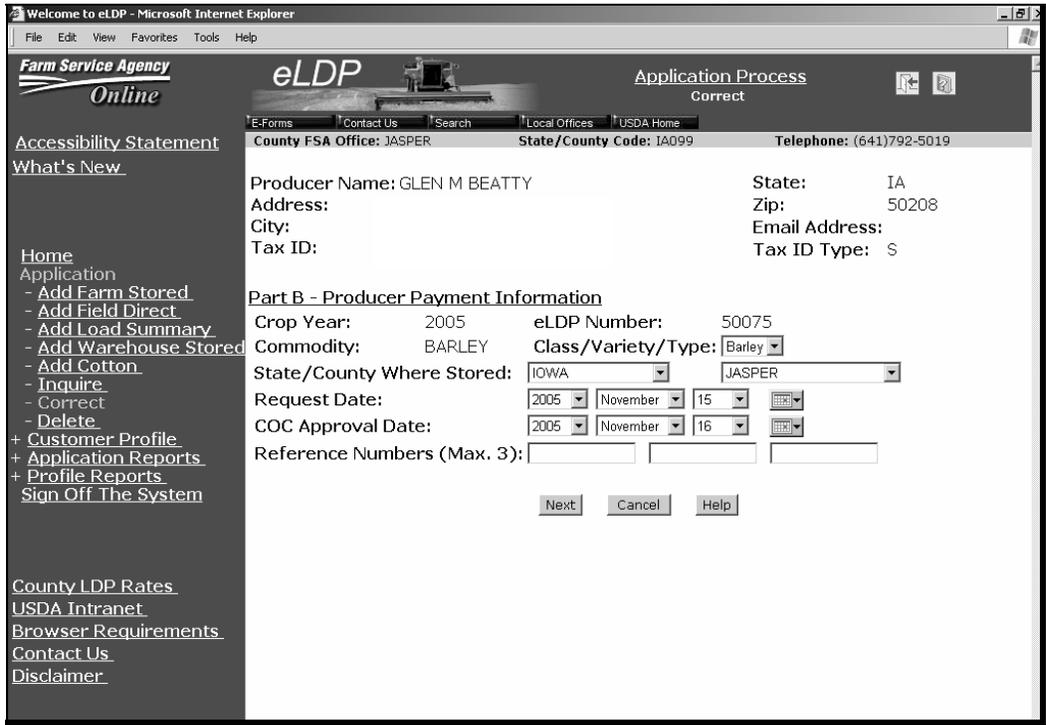
Step	Action
4	<p>The application summary will be displayed.</p>  <p>Click <b>“Submit”</b> to process the correction.</p> <p>Go to paragraph 4.</p>

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### 3 Correcting eLDP Applications (Continued)

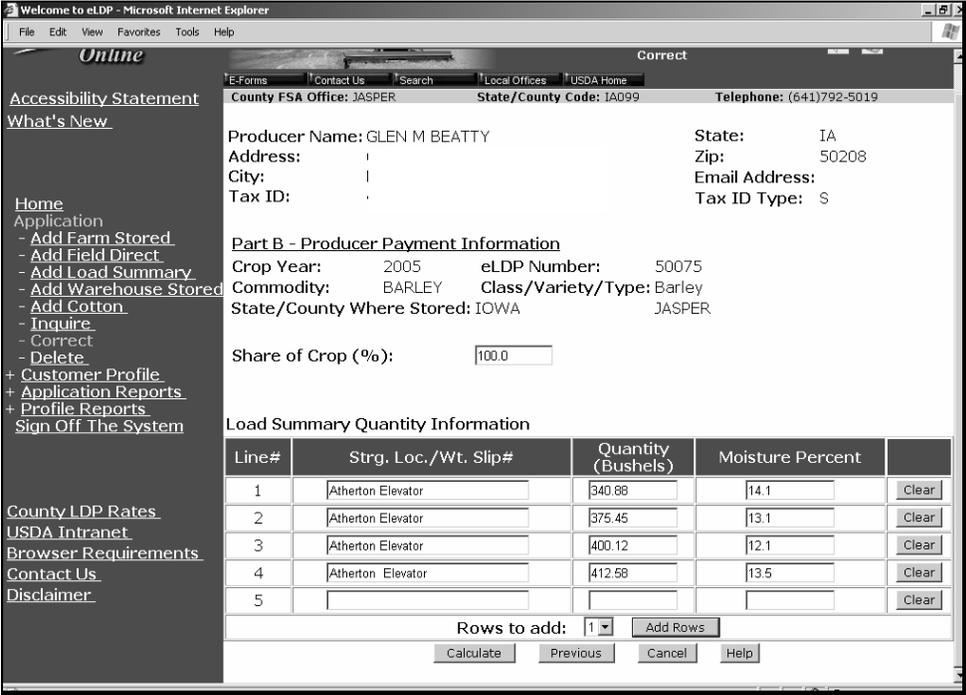
#### F Correcting Load Summary Applications

County Offices shall process eLDP corrections for load summary eLDP applications according to the following.

Step	Action
1	Access the eLDP application according to subparagraph A.
2	<p>The following screen will be displayed.</p>  <p>Changes may be made to the following fields:</p> <ul style="list-style-type: none"> <li>• “Class/Variety/Type”</li> <li>• “State/County Where Stored”</li> <li>• “Request Date”</li> <li>• “COC Approval Date”</li> <li>• “Reference Numbers (Max. 3)”.</li> </ul> <p><b>Note:</b> The commodity and crop year cannot be modified. For eLDP applications in which the incorrect commodity or crop year was entered, the application must be deleted according to 15-PS, subparagraph 600 C.</p> <p>Make the applicable changes and click “<b>Next</b>”.</p>

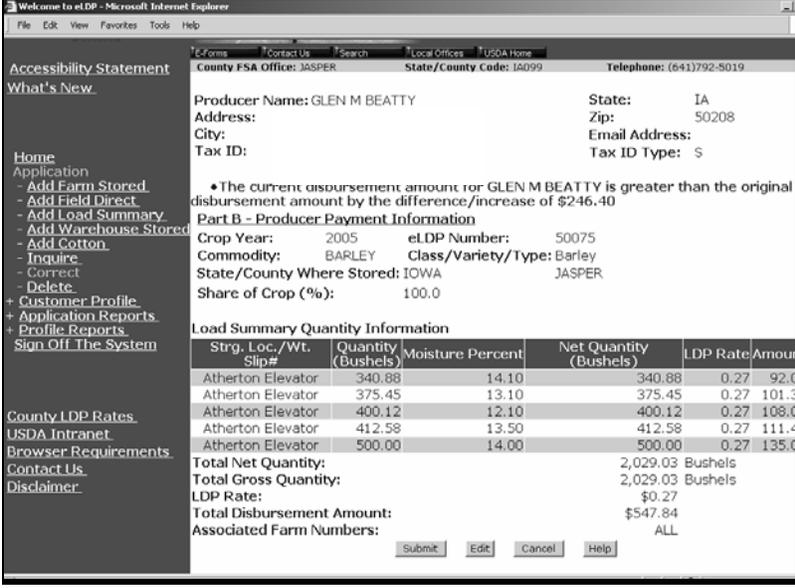
3 Correcting eLDP Applications (Continued)

F Correcting Load Summary Applications (Continued)

Step	Action
3	<p>The following screen will be displayed.</p>  <p>Make the applicable changes.</p> <p><b>Note:</b> To delete the entire line, click <b>“Clear”</b> next to the right of the line #.</p> <p>Click <b>“Calculate”</b> to recalculate the application.</p> <p><b>Note:</b> Additional changes may be made after clicking <b>“Calculate”</b>. Make sure to click <b>“Calculate”</b> after all changes have been made.</p> <p>Go to paragraph 4.</p>

3 Correcting eLDP Applications (Continued)

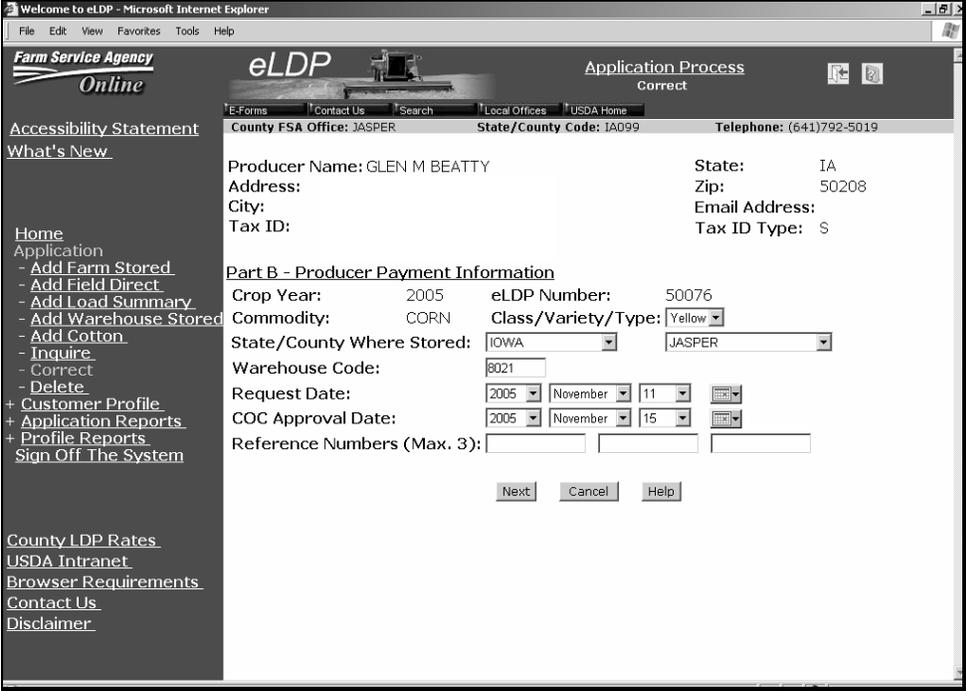
F Correcting Load Summary Applications (Continued)

Step	Action																																																																		
4	<p>Once <b>“Calculate”</b> has been clicked, the application will be redisplayed. A message will be displayed indicating the result of the correction. In the following example, the correction resulted in an additional payment.</p>  <p>The screenshot shows the eLDP application interface. The main content area displays the following information:</p> <p>County FSA Office: JASPER State/County Code: IA099 Telephone: (641)792-5019</p> <p>Producer Name: GLEN M BEATTY State: IA          Address: Zip: 50208          City: Email Address:          Tax ID: Tax ID Type: S</p> <p>• The current disbursement amount for GLEN M BEATTY is greater than the original disbursement amount by the difference/increase of \$246.40</p> <p>Part B – Producer Payment Information</p> <p>Crop Year: 2005 eLDP Number: 50075          Commodity: BARLEY Class/Variety/Type: Barley          State/County Where Stored: IOWA JASPER          Share of Crop (%): 100.0</p> <p>Load Summary Quantity Information</p> <table border="1"> <thead> <tr> <th>Strg. Loc./Wt. Slip#</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>Atherton Elevator</td> <td>340.88</td> <td>14.10</td> <td>340.88</td> <td>0.27</td> <td>92.04</td> </tr> <tr> <td>Atherton Elevator</td> <td>375.45</td> <td>13.10</td> <td>375.45</td> <td>0.27</td> <td>101.38</td> </tr> <tr> <td>Atherton Elevator</td> <td>400.12</td> <td>12.10</td> <td>400.12</td> <td>0.27</td> <td>108.03</td> </tr> <tr> <td>Atherton Elevator</td> <td>412.58</td> <td>13.50</td> <td>412.58</td> <td>0.27</td> <td>111.40</td> </tr> <tr> <td>Atherton Elevator</td> <td>500.00</td> <td>14.00</td> <td>500.00</td> <td>0.27</td> <td>135.00</td> </tr> <tr> <td colspan="3">Total Net Quantity:</td> <td>2,029.03</td> <td>Bushels</td> <td></td> </tr> <tr> <td colspan="3">Total Gross Quantity:</td> <td>2,029.03</td> <td>Bushels</td> <td></td> </tr> <tr> <td colspan="3">LDP Rate:</td> <td></td> <td>\$0.27</td> <td></td> </tr> <tr> <td colspan="3">Total Disbursement Amount:</td> <td></td> <td></td> <td>\$547.84</td> </tr> <tr> <td colspan="3">Associated Farm Numbers:</td> <td></td> <td></td> <td>ALL</td> </tr> </tbody> </table> <p>Buttons: Submit Edit Cancel Help</p>	Strg. Loc./Wt. Slip#	Quantity (Bushels)	Moisture Percent	Net Quantity (Bushels)	LDP Rate	Amount	Atherton Elevator	340.88	14.10	340.88	0.27	92.04	Atherton Elevator	375.45	13.10	375.45	0.27	101.38	Atherton Elevator	400.12	12.10	400.12	0.27	108.03	Atherton Elevator	412.58	13.50	412.58	0.27	111.40	Atherton Elevator	500.00	14.00	500.00	0.27	135.00	Total Net Quantity:			2,029.03	Bushels		Total Gross Quantity:			2,029.03	Bushels		LDP Rate:				\$0.27		Total Disbursement Amount:					\$547.84	Associated Farm Numbers:					ALL
Strg. Loc./Wt. Slip#	Quantity (Bushels)	Moisture Percent	Net Quantity (Bushels)	LDP Rate	Amount																																																														
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	<p>Click <b>“Submit”</b> to process the correction.</p> <p>Go to paragraph 4.</p>																																																																		

3 Correcting eLDP Applications (Continued)

G Correcting Warehouse-Stored Applications

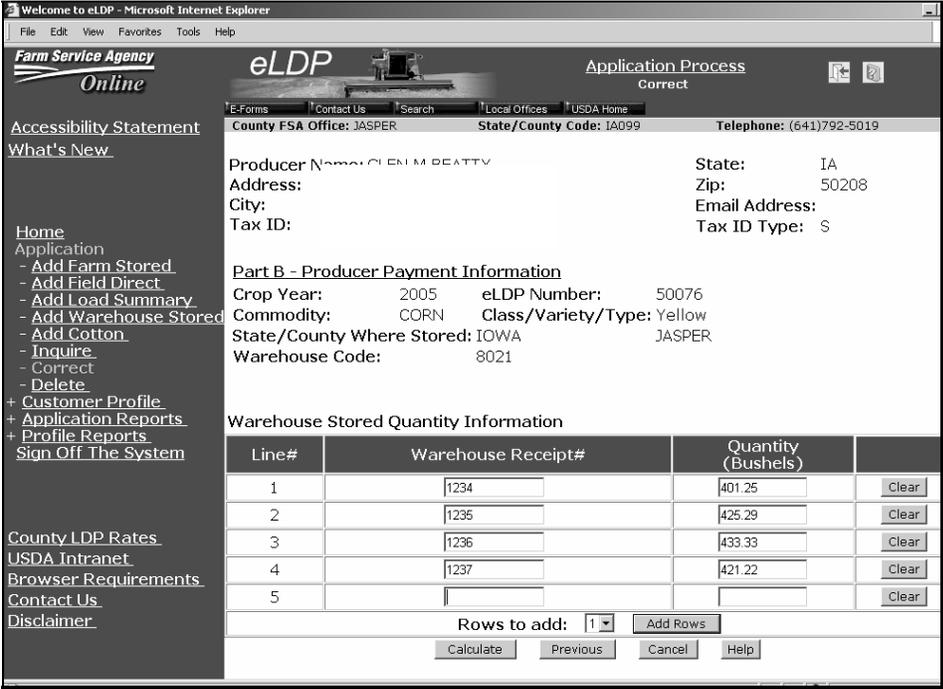
County Offices shall process eLDP corrections for warehouse-stored eLDP applications according to the following.

Step	Action
1	Access the eLDP application according to subparagraph A.
2	The following screen will be displayed.
	
<p>Changes may be made to the following fields:</p>	
<ul style="list-style-type: none"> <li>• “Class/Variety/Type”</li> <li>• “State/County Where Stored”</li> <li>• “Warehouse Code”</li> <li>• “Request Date”</li> <li>• “COC Approval Date”</li> <li>• “Reference Numbers (Max 3).”</li> </ul>	
<p><b>Note:</b> The commodity and crop year cannot be modified. For eLDP applications in which the incorrect commodity or crop year was entered, the application must be deleted according to 15-PS, subparagraph 600C</p>	
<p>Make the applicable changes and click “<b>Next</b>”.</p>	

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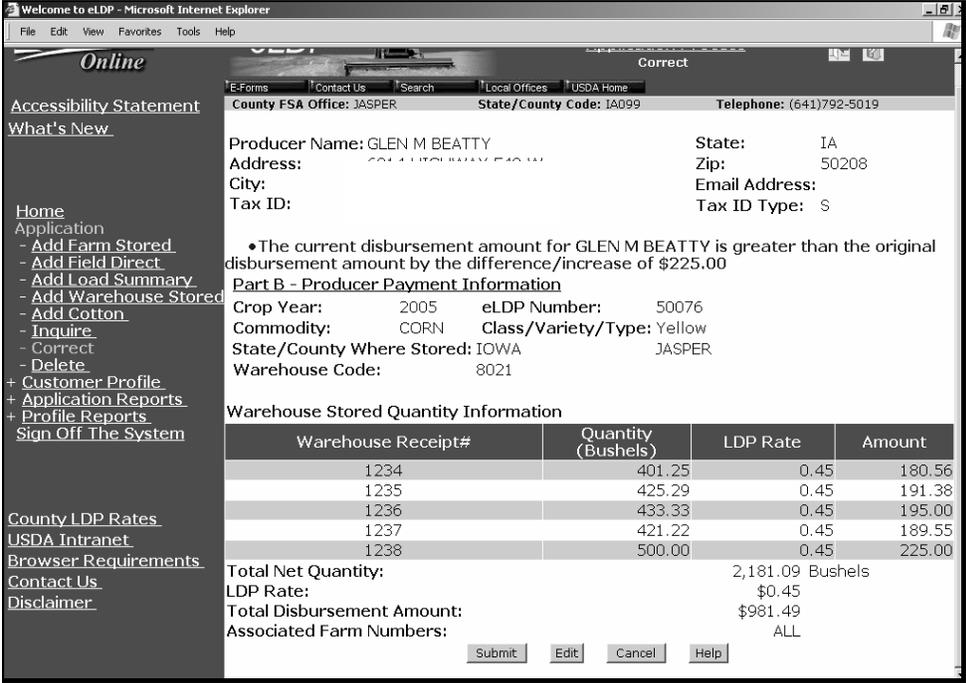
3 Correcting eLDP Applications (Continued)

G Correcting Warehouse-Stored Applications (Continued)

Step	Action
3	<p>The following screen will be displayed.</p>  <p>Make the applicable changes.</p> <p><b>Note:</b> To delete the entire line, click “Clear” that corresponds to the applicable line #.</p> <p>Click “Calculate” to recalculate the application.</p> <p><b>Note:</b> Additional changes may be made after clicking “Calculate”. Make sure to click “Calculate” after all changes have been made.</p>

3 Correcting eLDP Applications (Continued)

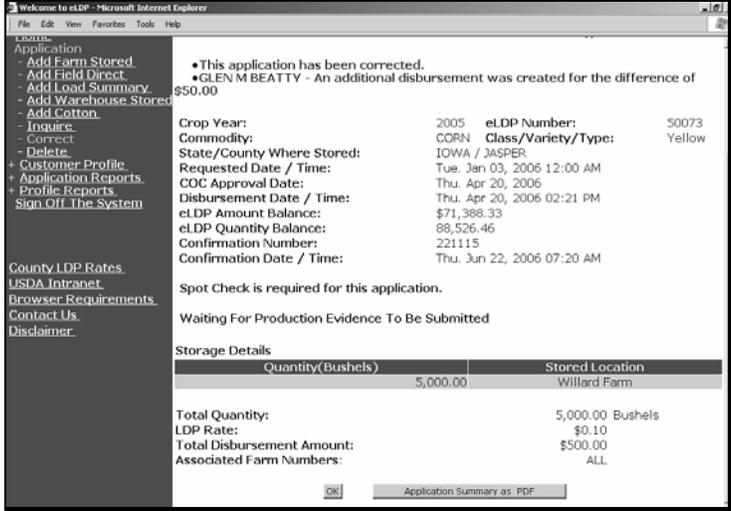
G Correcting Warehouse-Stored Applications (Continued)

Step	Action																								
4	<p>Once <b>“Calculate”</b> has been clicked, the application will be redisplayed. A message will be displayed indicating the result of the correction. In the following example, the correction resulted in an additional payment.</p>  <p>The screenshot shows the 'Correct' application interface. It includes a navigation menu on the left with options like 'Home', 'Application', 'Add Farm Stored', 'Add Field Direct', 'Add Load Summary', 'Add Warehouse Stored', 'Add Cotton', 'Inquire', 'Correct', 'Delete', 'Customer Profile', 'Application Reports', 'Profile Reports', and 'Sign Off The System'. The main content area displays the following information:</p> <p> <b>Correct</b>              County FSA Office: JASPER      State/County Code: IA099      Telephone: (641)792-5019              Producer Name: GLEN M BEATTY      State: IA              Address: 2014 WILSON WAY      Zip: 50208              City:      Email Address:              Tax ID:      Tax ID Type: S         </p> <p>             • The current disbursement amount for GLEN M BEATTY is greater than the original disbursement amount by the difference/increase of \$225.00  <b>Part B - Producer Payment Information</b>              Crop Year: 2005      eLDP Number: 50076              Commodity: CORN      Class/Variety/Type: Yellow              State/County Where Stored: IOWA      JASPER              Warehouse Code: 8021         </p> <p><b>Warehouse Stored Quantity Information</b></p> <table border="1"> <thead> <tr> <th>Warehouse Receipt#</th> <th>Quantity (Bushels)</th> <th>LDP Rate</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1234</td> <td>401.25</td> <td>0.45</td> <td>180.56</td> </tr> <tr> <td>1235</td> <td>425.29</td> <td>0.45</td> <td>191.38</td> </tr> <tr> <td>1236</td> <td>433.33</td> <td>0.45</td> <td>195.00</td> </tr> <tr> <td>1237</td> <td>421.22</td> <td>0.45</td> <td>189.55</td> </tr> <tr> <td>1238</td> <td>500.00</td> <td>0.45</td> <td>225.00</td> </tr> </tbody> </table> <p>             Total Net Quantity: 2,181.09 Bushels              LDP Rate: \$0.45              Total Disbursement Amount: \$981.49              Associated Farm Numbers: ALL         </p> <p>Buttons: <input type="button" value="Submit"/> <input type="button" value="Edit"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/></p>	Warehouse Receipt#	Quantity (Bushels)	LDP Rate	Amount	1234	401.25	0.45	180.56	1235	425.29	0.45	191.38	1236	433.33	0.45	195.00	1237	421.22	0.45	189.55	1238	500.00	0.45	225.00
Warehouse Receipt#	Quantity (Bushels)	LDP Rate	Amount																						
1234	401.25	0.45	180.56																						
1235	425.29	0.45	191.38																						
1236	433.33	0.45	195.00																						
1237	421.22	0.45	189.55																						
1238	500.00	0.45	225.00																						
	<p>Click <b>“Submit”</b> to process the correction.</p> <p>Go to paragraph 4.</p>																								

4 Completing the Correction Process

A Underpayment/Overpayment/No Change

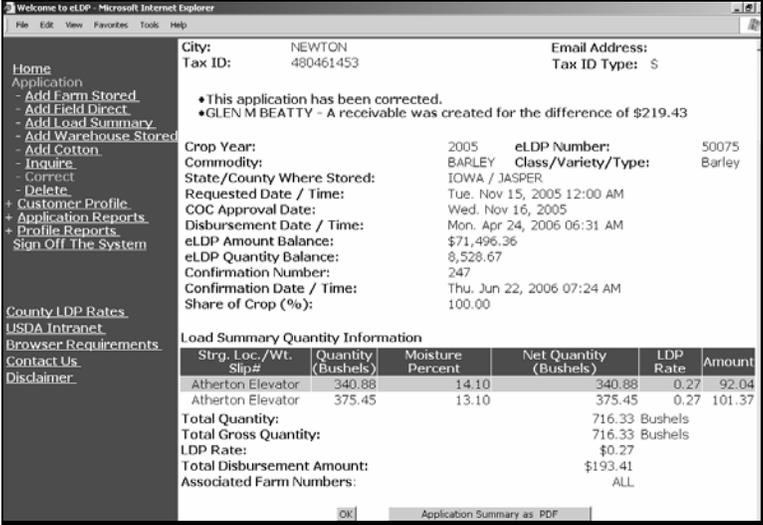
After the County Office has clicked “**Submit**”, the application will be redisplayed. A message will display the results of the correction. County Offices shall complete the correction according to the following table.

Result	Action
Underpayment	<p>If the modifications result in an underpayment, then a message will be displayed indicating:</p> <ul style="list-style-type: none"> <li>the application has been corrected</li> <li>the specific amount of the additional payment.</li> </ul>  <p>The screenshot shows a web browser window titled "Welcome to eLDP - Microsoft Internet Explorer". The main content area displays a message: "This application has been corrected. GLEN M BEATTY - An additional disbursement was created for the difference of \$50.00". Below this, application details are listed: Crop Year: 2005, eLDP Number: 50073, Commodity: CORN, Class/Variety/Type: Yellow, State/County Where Stored: IOWA / JASPER, Requested Date / Time: Tue. Jan 03, 2006 12:00 AM, COC Approval Date: Thu. Apr 20, 2006, Disbursement Date / Time: Thu. Apr 20, 2006 02:21 PM, eLDP Amount Balance: \$71,388.33, eLDP Quantity Balance: 88,526.46, Confirmation Number: 221115, Confirmation Date / Time: Thu. Jun 22, 2006 07:20 AM. A table titled "Storage Details" shows a quantity of 5,000.00 Bushels stored at Willard Farm. At the bottom, there is a button labeled "Application Summary as PDF".</p> <p>Click “<b>Application Summary as PDF</b>”.</p> <p>County Offices shall:</p> <ul style="list-style-type: none"> <li>print the <b>eLDP Summary Page</b></li> <li>file with the original eLDP application information.</li> </ul>

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4 Completing the Correction Process (Continued)

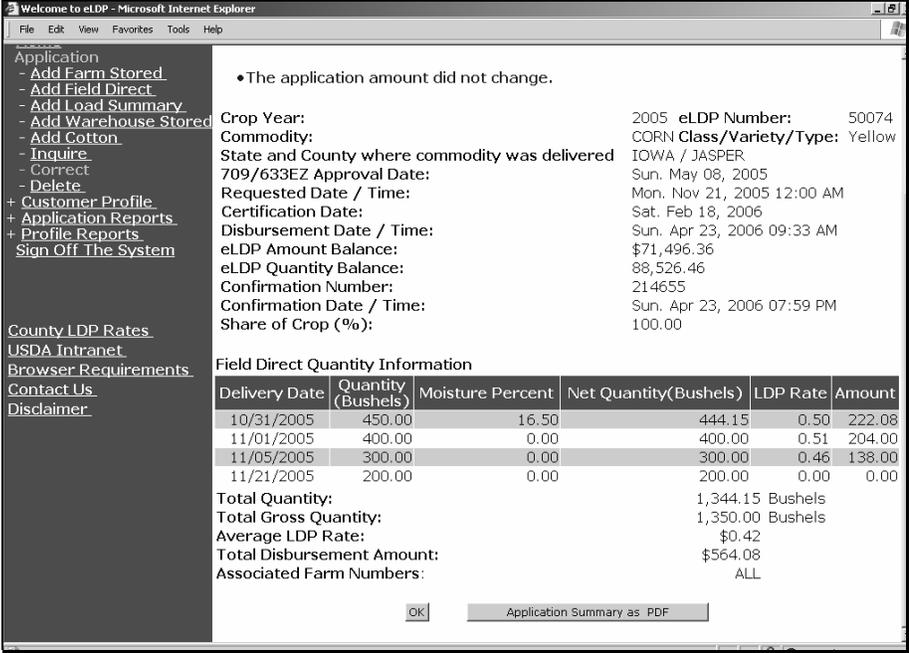
A Underpayment/Overpayment/No Change (Continued)

Result	Action
Overpayment	<p>If the modifications result in an overpayment, then a message will be displayed indicating:</p> <ul style="list-style-type: none"> <li>the application has been corrected</li> <li>the specific amount of the receivable being established.</li> </ul>  <p>The screenshot shows a web browser window titled 'Welcome to eLDP - Microsoft Internet Explorer'. The main content area displays a confirmation message: 'This application has been corrected. GLEN M BEATTY - A receivable was created for the difference of \$219.43'. Below this, application details are listed, including Crop Year (2005), Commodity (BARLEY), and various dates. A 'Load Summary Quantity Information' table is also present, showing data for Atherton Elevator with columns for Strg. Loc./Wt. Slip#, Quantity (Bushels), Moisture Percent, Net Quantity (Bushels), LDP Rate, and Amount. At the bottom of the screenshot, there is a button labeled 'Application Summary as PDF'.</p> <p>Click <b>“Application Summary as PDF”</b>.</p> <p>County Offices shall:</p> <ul style="list-style-type: none"> <li>print the <b>eLDP Summary Page</b></li> <li>file with original eLDP application information.</li> </ul>

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4 Completing the Correction Process (Continued)

A Underpayment/Overpayment/No Change (Continued)

Result	Action
<p>No Change</p>	<p>A message will be displayed indicating that the changes did not affect the payment.</p> <p>In the following example, the certification date was changed. The corrected date resulted in no change to the application amount.</p>  <p>Click “Application Summary as PDF”.</p> <p>County Offices shall:</p> <ul style="list-style-type: none"> <li>• print the eLDP Summary Page</li> <li>• file with original eLDP application information.</li> </ul>

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### 4 Completing the Correction Process (Continued)

#### B Corrected eLDP Summary Page

The eLDP Summary Page will display:

- a message that the eLDP application has been corrected
- the net amount of the application.

**Note:** The eLDP Summary Page will **not** display the amount of the additional disbursement or receivable amount. County Offices shall manually indicate the change on the eLDP Summary Page.

**Example:** A producer received an eLDP payment of \$1,000 on January 16, 2006. The eLDP application was corrected on June 1, 2006, to reflect an additional payment of \$250. The producer's eLDP Summary Page will:

- display in blue that the application has been corrected
- indicate a net eLDP application of \$1,250.

#### C Additional Prompt Payment Interest For Corrected Applications

eLDP software will calculate prompt payment interest on the additional disbursement based on the date of COC approval plus 30 days up to the date of the additional disbursement when an eLDP application has been corrected in which prompt payment is now due on the corrected eLDP application.

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### 5 Determining the Status of an Application

#### A Status Indicators

County Offices can view existing eLDP applications to determine the status of the application. When “Inquire” from the “Application” function is selected, the following screen will be displayed.

5 Records Found 1 to 5 of 5

Crop Year	eLDP Number	Commodity	Total Quantity	Total Amount	Status	Confirmation Number
<input type="checkbox"/>	2005 50001	CORN	2,899.00	3,768.70	X	129199482424984
<input type="checkbox"/>	2005 50005	CORN	1,650.00	2,062.50	X	129228482424984
<input type="checkbox"/>	2005 50009	WOOL	850.00	272.00		129307
<input type="checkbox"/>	2005 50011	CHICKPEAS	100.00	643.48		129505
<input type="checkbox"/>	2005 50032	CORN	1,350.00	680.00	C	213986

If:

- “X” is displayed, then the application has been deleted
- “C” is displayed, then the application has been corrected.