

For: State and County Offices

Using EWR's to Process Rice and Peanut eLDP Applications

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

Previously, eLDP only allowed EWR usage, facilitated through COPS, for cotton eLDP payments. The eLDP system has now been enhanced to accept and automatically populate EWR data for rice and peanuts. Users are no longer required to manually enter data from EWR printouts to process eLDP's for rice or peanuts.

County Offices shall select either of these options to process eLDP applications with EWR's:

- “Add EWR” for regular County Offices
- “Add EWR CMA” for CMA and DMA service County Offices.

B Purpose

This notice provides State and County Offices with instructions for processing eLDP applications for rice and peanuts using downloaded EWR's through the web-based eLDP system.

C Contacts

County Offices shall direct questions about this notice through their State Office. State Offices shall follow this table for questions about this notice.

IF questions are about...	THEN contact...
eLDP software	Shayla Watson by either of the following: <ul style="list-style-type: none"> • e-mail to shayla.watson@wdc.usda.gov • telephone at 202-690-0013.
EWR software	Cecile Wynne by either of the following: <ul style="list-style-type: none"> • e-mail to cecile.wynne@wdc.usda.gov • telephone at 202-720-8413.

Disposal Date	Distribution
May 1, 2012 11-9-11	State Offices; State Offices relay to County Offices

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2 Required Actions

A FSA EWR Information

eLDP provides users with the capability to download EWR's when submitting eLDP requests. The process will mark EWR's as having been downloaded by the State and County Office requesting EWR's, and block other users from accessing the same EWR's to request price support benefits.

To use EWR's for eLDP, users must provide the warehouse code and EWR numbers as described in subparagraph 3 A. The eLDP system will retrieve EWR's based on the list of EWR's and other criteria specified in the eLDP application, and will add the quantity from EWR's that were successfully downloaded. This will be the quantity that shall be used to complete the eLDP application.

After approval of eLDP, EWR will be updated with the price support information related to eLDP. Users can view this information using the "View Receipt" option in the FSA EWR system.

See 2-LP Rice, Part 6 and Notice PS-688 for further instructions on using the FSA EWR system.

B eLDP Information Before Creating Applications

Before processing eLDP applications, the user must ensure that the following have been completed:

- a crop report for rice or peanuts, as applicable
- subsidiary data has been recorded or updated for the producer or joint operation
- COC maximum established yields **and** allocated percentages have been loaded for the classes of rice and types peanuts requested for payment
- the County Office e-mail contact has been updated in eLDP to receive system-generated e-mails according to 15-PS, paragraph 204

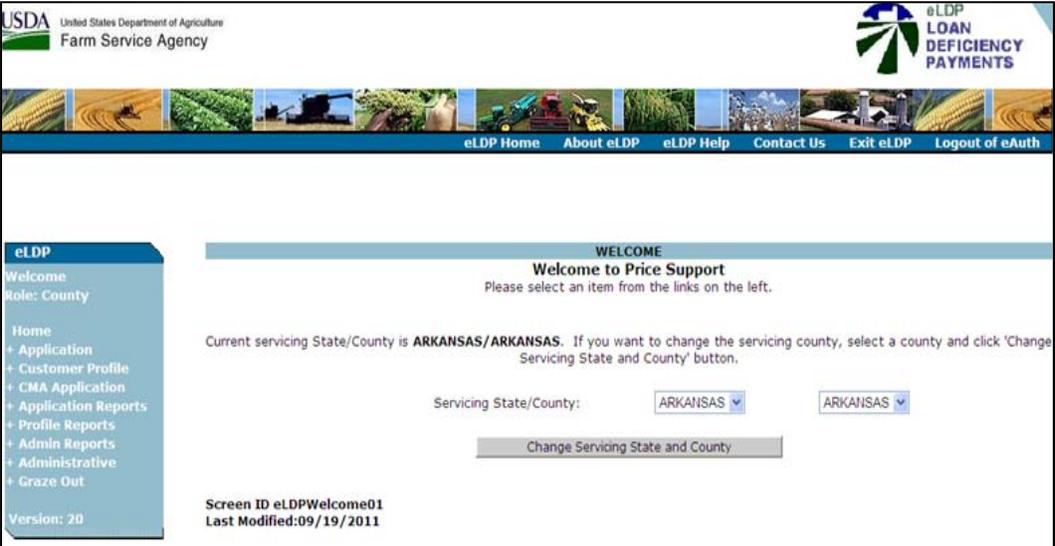
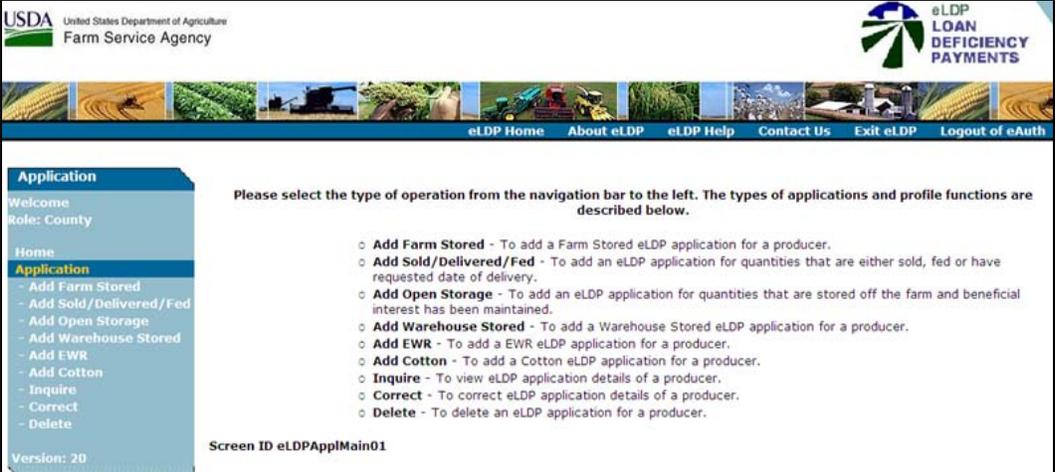
Note: If the County Office e-mail address is used, all employees in that office will receive eLDP-generated e-mails.

- a profile has been created for the producer or joint operation
- reasonable quantity has been determined according to 8-LP.

3 Processing Applications in eLDP Using EWR's

A Adding Applications for Producers or Joint Operations

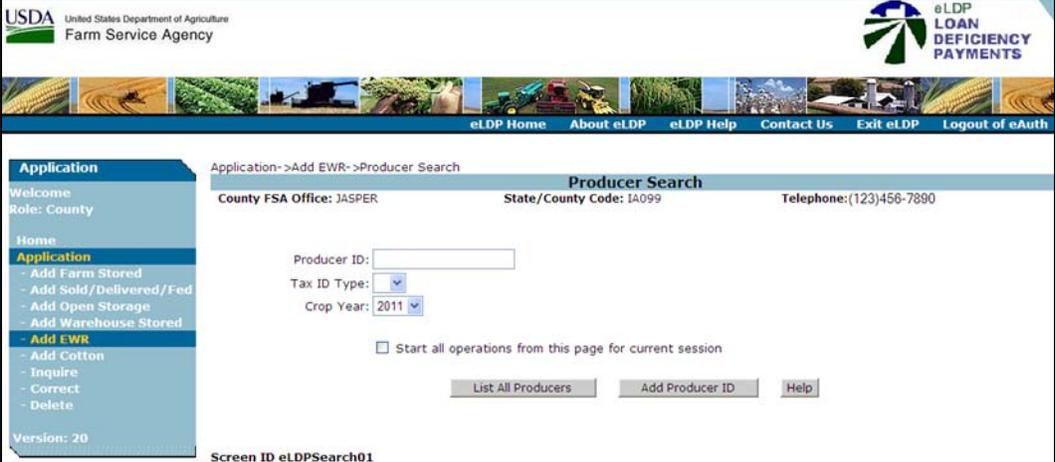
The following table provides instructions for processing applications for producers or joint operations. To process applications for CMA's or DMA's, follow the steps provided in subparagraph B.

Step	Action
1	<p>On Welcome Screen ID eLDPWelcome01, select the applicable State and county to process eLDP. CLICK “Application” from the menu on the left. This is an example of the Welcome Screen.</p>  <p>Note: On Welcome Screen ID eLDPWelcome01, the “CMA Application” option will not be displayed if the county is not setup as a CMA/DMA service county. See subparagraph B to process applications for CMA's and DMA's.</p>
2	<p>On Operation Selection Screen ID eLDPAppMain01, CLICK “Add EWR”.</p> 

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3 Processing Applications in eLDP Using EWR's (Continued)

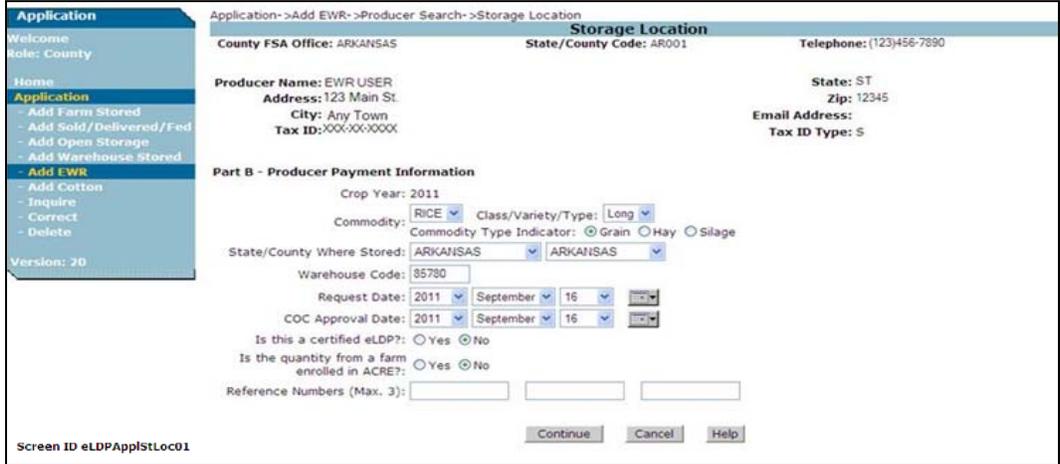
A Adding Applications for Producers or Joint Operations (Continued)

Step	Action																								
3	<p data-bbox="386 365 1430 506">On Producer Search Screen ID eLDPSearch01, the user may search for the producer by ID. If known, enter the appropriate ID of the producer or joint operation. Ensure that the appropriate crop year is selected from the “Crop Year” drop-down menu and CLICK “Add Producer ID”.</p>  <p data-bbox="386 1056 1446 1161">If the entire ID is entered, the name associated with that ID will be displayed on Producer List Screen ID eLDPAddPrdrList01. If only the last 4 digits of ID are entered, a list of producers that match the digits entered will be displayed.</p> <p data-bbox="386 1203 1463 1381">Note: To search by name, after the appropriate crop year is selected, CLICK “List All Producers”. All producers with profiles in eLDP will be listed. If the selected County Office services a large number of customers, using the “List All Producers” option may not be a feasible option when selecting a producer.</p> <p data-bbox="386 1423 1328 1486">CHECK (✓) the box next to the desired producer, as follows, and CLICK “Continue”.</p>  <table border="1" data-bbox="391 1528 1446 1682"> <thead> <tr> <th colspan="8">1 Records Found 1 to 1 of 1</th> </tr> <tr> <th></th> <th>Producer Name</th> <th>Tax ID</th> <th>Tax ID Type</th> <th>Address</th> <th>City</th> <th>State</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>EWR USER</td> <td>#XXXX</td> <td>S</td> <td>123 Main St</td> <td>Any Town</td> <td>ST</td> <td></td> </tr> </tbody> </table> <p data-bbox="386 1724 1446 1892">Note: Users can add multiple producers on an application by clicking “Add Producer ID” before clicking “Continue”. Select additional producers by entering the respective ID and CLICK “Add Producer ID”. To include multiple producers on an application, check the box next to each name after all names are listed and then CLICK “Continue”.</p>	1 Records Found 1 to 1 of 1									Producer Name	Tax ID	Tax ID Type	Address	City	State	Status	<input checked="" type="checkbox"/>	EWR USER	#XXXX	S	123 Main St	Any Town	ST	
1 Records Found 1 to 1 of 1																									
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3 Processing Applications in eLDP Using EWR's (Continued)

A Adding Applications for Producers or Joint Operations (Continued)

Step	Action
4	<p>On Storage Location Screen ID eLDPAppIStLoc01, from the drop-down menus, select or enter the following:</p> <ul style="list-style-type: none"> • “Commodity” • “Class/Variety/Type” • “Commodity Type Indicator “Grain”, “Hay”, “Silage” <p>Note: If peanuts are selected the “Commodity Type” indicator will display “Legume”, “Hay”, or “Green” (for green peanuts). “Grain” and “Silage” will not be displayed.</p> <ul style="list-style-type: none"> • “State/County Where Stored” • “Request Date” • “COC Approval Date” • “Is this a certified eLDP? (“Yes” or “No”)” <p>Note: EWR's are not certified, select “No”.</p> <ul style="list-style-type: none"> • “Is the quantity from a farm enrolled in ACRE? (“Yes” or “No”)”.
	<p>This is an example of Storage Location Screen ID eLDPAppIStLoc01.</p>
	
	<p>CLICK “Continue”.</p>

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3 Processing Applications in eLDP Using EWR's (Continued)

A Adding Applications for Producers or Joint Operations (Continued)

Step	Action												
4 (Cntd)	<p>Note: If eLDP is being processed for a joint operation, the user can edit member shares for the members of the operation.</p> <p>To adjust member shares of the payment of a joint operation, CLICK “Edit Member Shares”.</p> <p>This is an example of the options that will be displayed when editing member shares of a joint operation.</p> <div data-bbox="500 688 1463 1087" style="border: 1px solid black; padding: 5px;"> <p>Part B - Producer Payment Information</p> <p>Crop Year: 2011</p> <p>Commodity: <input type="text" value="RICE"/> Class/Variety/Type: <input type="text" value="Long"/></p> <p>Commodity Type Indicator: <input checked="" type="radio"/> Grain <input type="radio"/> Hay <input type="radio"/> Silage</p> <p>State/County Where Stored: <input type="text" value="ARKANSAS"/> <input type="text" value="ARKANSAS"/></p> <p>Warehouse Code: <input type="text" value="85780"/></p> <p>Request Date: <input type="text" value="2011"/> <input type="text" value="September"/> <input type="text" value="1"/></p> <p>COC Approval Date: <input type="text" value="2011"/> <input type="text" value="September"/> <input type="text" value="1"/></p> <p>Is this a certified eLDP?: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Is the quantity from a farm enrolled in ACRE?: <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Reference Numbers (Max. 3): <input type="text"/> <input type="text"/> <input type="text"/></p> <hr/> <p style="text-align: center;">Producer Name</p> <p>Joint Operation of Producers <input type="button" value="Edit Member Shares"/></p> <p style="text-align: center;"><input type="button" value="Continue"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/></p> </div> <p>This is an example of Edit Member Share Screen ID eLDPAppEnMrmShr01. Adjust the shares, as applicable, by entering a new share under “Revised Share Percent” column. When the adjustment is complete, CLICK “Update Member Shares”.</p> <div data-bbox="500 1310 1463 1612" style="border: 1px solid black; padding: 5px;"> <p>Application ->Add EWR ->Producer Search ->Storage Location ->Edit Member Share</p> <p>Edit Member Share</p> <p>County FSA Office: ARKANSAS State/County Code: AR001 Telephone: (123)456-7890</p> <p>Partnership Name: Joint Operation of Producers State: ST</p> <p>Address: 333 Any St Zip: 12345</p> <p>City: Any Town Email Address: address@email.com</p> <p>Tax ID: XXX-XX-XXXX Tax ID Type: E</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Producer Name</th> <th>Combined Permitted/AGI Factor</th> <th>Member Share Percent</th> <th>Revised Share Percent</th> </tr> </thead> <tbody> <tr> <td>Producer 1</td> <td>0.5</td> <td>50.00</td> <td><input type="text" value="50.0"/></td> </tr> <tr> <td>Producer 2</td> <td>0.5</td> <td>50.00</td> <td><input type="text" value="50.0"/></td> </tr> </tbody> </table> <p style="text-align: center;"><input type="button" value="Update Member Shares"/> <input type="button" value="Continue With Default Member Shares"/> <input type="button" value="Help"/></p> </div>	Producer Name	Combined Permitted/AGI Factor	Member Share Percent	Revised Share Percent	Producer 1	0.5	50.00	<input type="text" value="50.0"/>	Producer 2	0.5	50.00	<input type="text" value="50.0"/>
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Producer 2	0.5	50.00	<input type="text" value="50.0"/>										

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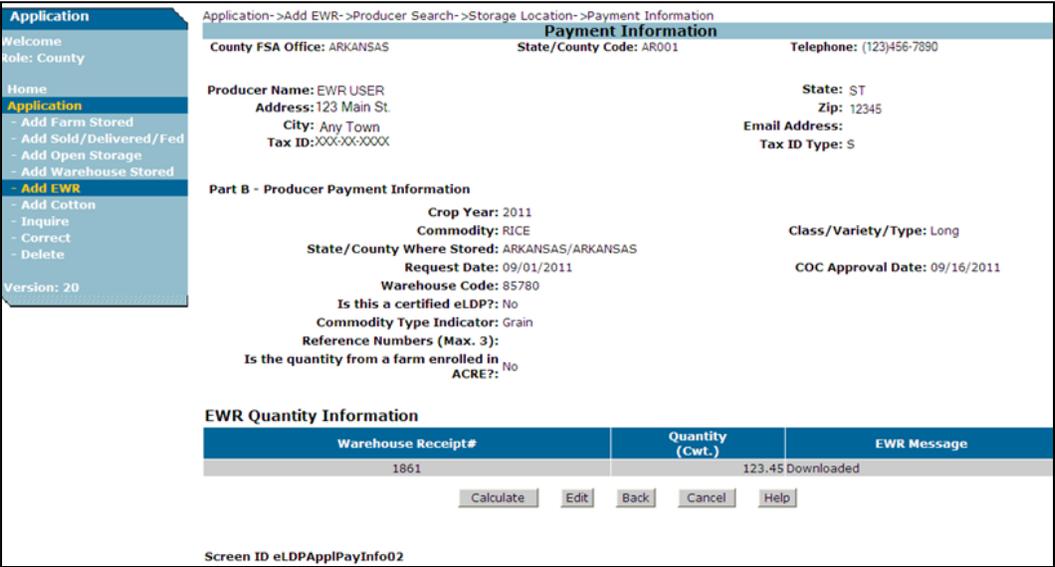
3 Processing Applications in eLDP Using EWR's (Continued)

A Adding Applications for Producers or Joint Operations (Continued)

Step	Action
5	<p>Payment Information Screen ID eLDPAppPayInfo02 will be displayed confirming the information entered in step 4. EWR numbers provided by the requestor shall be entered on this screen.</p> <p>The default Payment Information Screen displays 5 lines to enter individual EWR numbers. To enter additional rows, after EWR numbers have been entered in the first 5 rows, from the “Rows to Add” drop-down menu, select the number of rows to add and CLICK “Add Rows”. Up to 5 additional rows may be added at a time. CLICK “Clear” to clear EWR entries on the screen. Users can enter a maximum of 100 EWR's for each eLDP request.</p> <div data-bbox="386 762 1450 1476" style="border: 1px solid black; padding: 5px;"> <p>The screenshot shows the 'Payment Information' screen. At the top, it displays the navigation path: Application->Add EWR->Producer Search->Storage Location->Payment Information. The screen is divided into several sections:</p> <ul style="list-style-type: none"> Payment Information: Includes fields for County FSA Office (ARKANSAS), State/County Code (AR001), Telephone (123)456-7890, Producer Name (EWR USER), Address (123 Main St), City (Any Town), Tax ID (XXX-XX-XXXX), State (ST), Zip (12345), Email Address, and Tax ID Type (S). Part B - Producer Payment Information: Includes Crop Year (2011), Commodity (RICE), State/County Where Stored (ARKANSAS/ARKANSAS), Request Date (09/01/2011), Warehouse Code (85780), Class/Variety/Type (Long), COC Approval Date (09/16/2011), and questions about certification and farm enrollment. EWR Entry Table: A table with 5 rows and 5 columns: Line#, Warehouse Receipt#, Quantity (Cwt.), EWR Message, and a Clear button. The table is currently empty. Controls: A 'Rows to add' dropdown menu set to 1, an 'Add Rows' button, and 'Get EWRs', 'Back', 'Cancel', and 'Help' buttons. <p>Screen ID eLDPAppPayInfo02 Back To Top</p> </div> <p>CLICK “Get EWRs” to download EWR's into eLDP. The eLDP system will display the quantity for each EWR and the applicable EWR message resulting from the download process.</p>

3 Processing Applications in eLDP Using EWR's (Continued)

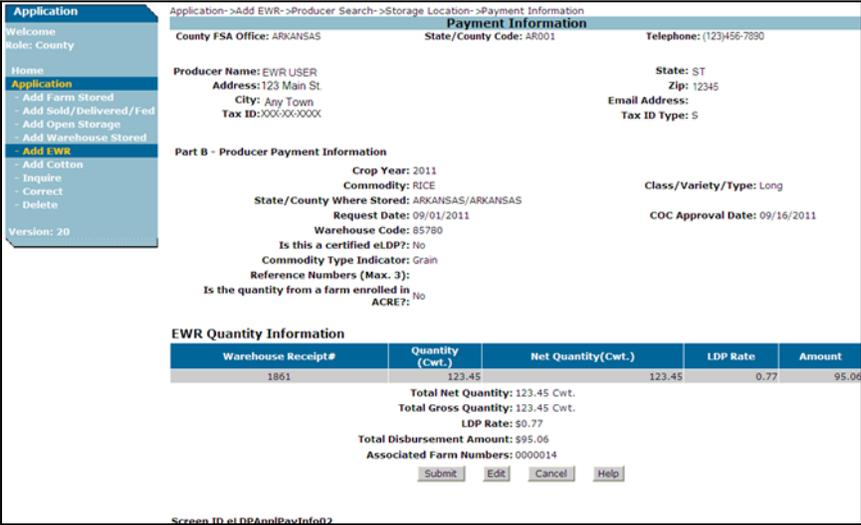
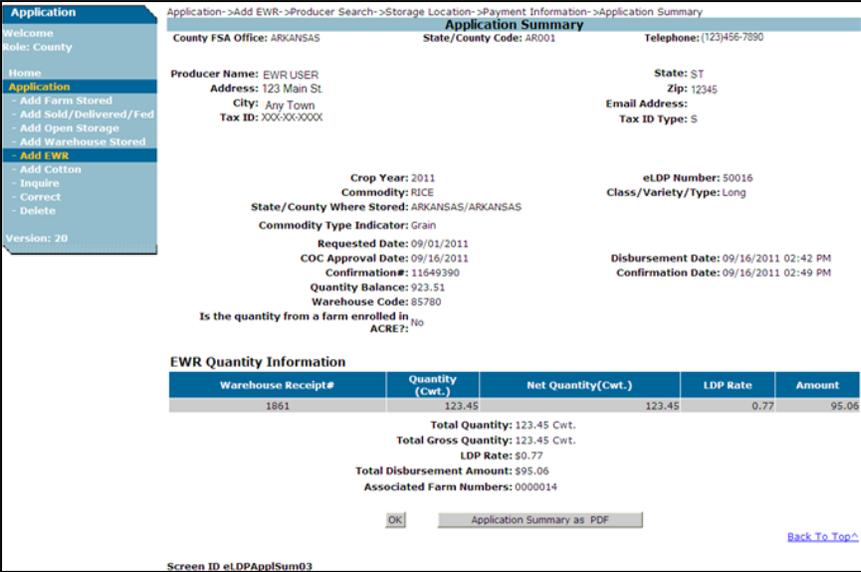
A Adding Applications for Producers or Joint Operations (Continued)

Step	Action
6	<p>If the download was successful, Payment Information Screen ID eLDPAppPayInfo02 will be displayed with EWR number, quantity associated with EWR, and under "EWR Message" the message, "Downloaded".</p> <p>Note: If the requested EWR is not available for download or has already been downloaded for price support, the eLDP system will display an error message under "EWR Message" column.</p>  <p>To make changes to the list of EWR's:</p> <ul style="list-style-type: none"> • CLICK "Back", to return to Storage Location Screen ID eLDPAppStLoc01 (step 4) to change the storage location • CLICK "Edit", to return to the previous page and allow the user to add/remove EWR's. <p>If there are no errors, CLICK "Calculate".</p>

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3 Processing Applications in eLDP Using EWR's (Continued)

A Adding Applications for Producers or Joint Operations (Continued)

Step	Action
7	<p>Payment Information Screen ID eLDPAppPayInfo02 will be redisplayed with the calculated summary based on EWR numbers entered and downloaded successfully. To process the eLDP for payment, CLICK “Submit”.</p> <p>If the commodity is from an ACRE-elected farm, Payment Information Screen ID eLDPAppPayInfo02 will be displayed with the amount of the payment reduced because of ACRE, in addition to the “Total Disbursement Amount”.</p> 
8	<p>Application Summary Screen ID eLDPAppSum03 will be displayed with the payment information. Print a copy of this screen by clicking “Application Summary as PDF”. A new window will be displayed with a PDF version of the application summary. Following is an example of Application Summary Screen ID eLDPAppSum03.</p> 

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3 Processing Applications in eLDP Using EWR's (Continued)

A Adding Applications for Producers or Joint Operations (Continued)

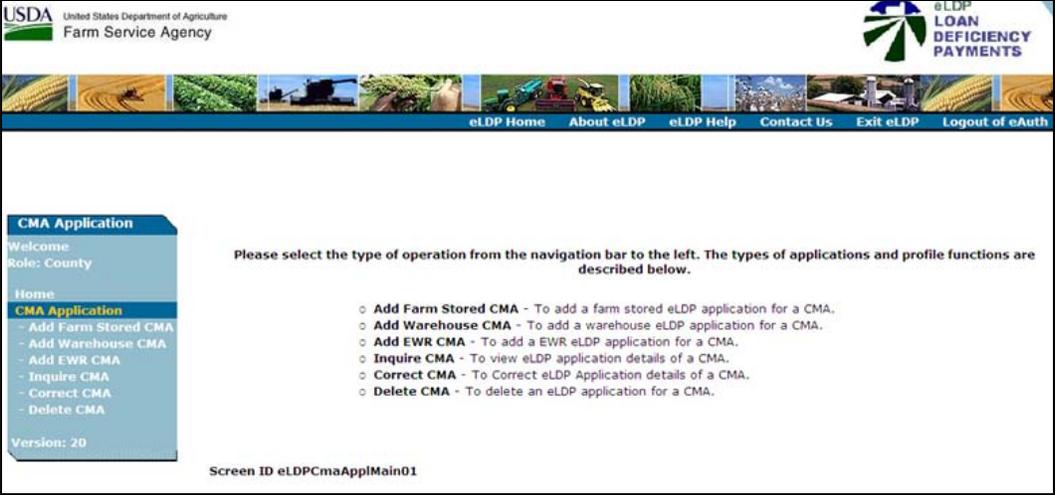
Step	Action
8 (Cntd)	<p>Note: Depending on computer settings, users may be prompted with a “File Download” dialog box with the options to open or save the document. Following is an example of the “File Download” dialog box.</p> <div data-bbox="495 506 1430 1079" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> </div> <p>If this dialog box is displayed, CLICK “Open”.</p> <p>Print the PDF document, provide a copy to the producer, and save a copy in the producer’s folder.</p>
9	<p>After the application summary is successfully printed, CLICK “OK” on Application Summary Screen ID eLDPAppSum03.</p>

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3 Processing Applications in eLDP Using EWR's (Continued)

B Adding Applications for CMA's or DMA's

The following table provides instructions for processing eLDP applications using EWR's for CMA's or DMA's.

Step	Action
1	<p>On Welcome Screen ID eLDPWelcome01, select the applicable State and county to process eLDP. CLICK “CMA Application” from the menu on the left. This is an example of the Welcome Screen.</p> 
2	<p>Operation Selection Screen ID eLDPcmaApplMain01 will be displayed. CLICK “Add EWR CMA”.</p> 

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3 Processing Applications in eLDP Using EWR's (Continued)

B Adding Applications for CMA's or DMA's Continued)

Step	Action
3	<p>CMA List Screen ID eLDPCmaLst01 will be displayed listing all CMA's or DMA's listed as service counties associated with the Service Center.</p> <p>CLICK "radio button" next to the name of CMA or DMA for which the eLDP application is being processed and CLICK "Continue".</p> 
4	<p>Follow steps 4-9 in subparagraph A, omitting any actions specific to joint operations.</p>

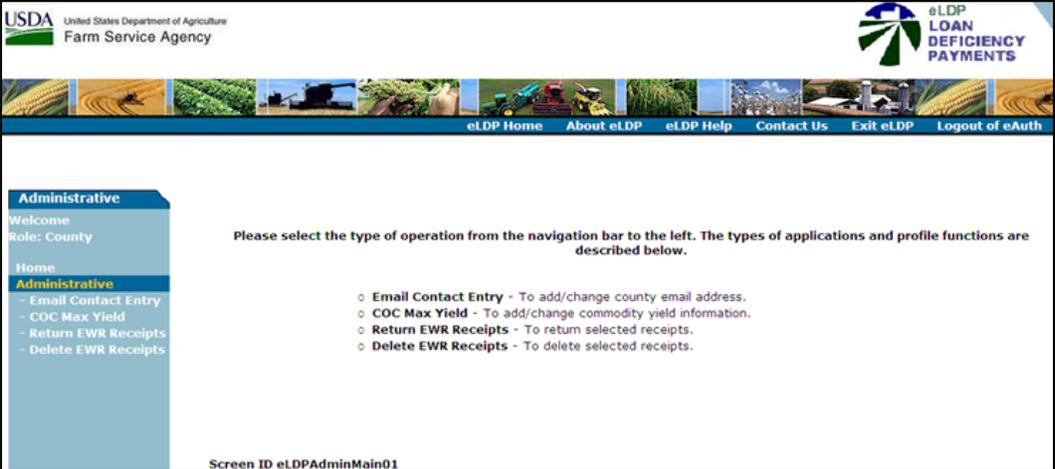
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4 Administrative Actions

A Returning EWR's

The “Return EWR Receipt” option shall be used if the eLDP system times-out or if the connection is dropped during the download process. This option will reset EWR’s to their predownload status and enable the user to re-download EWR’s.

To return EWR’s, follow the instructions provided in this table.

Step	Action
1	On Welcome Screen ID eLDPWelcome01 , CLICK “ Administrative ”.
2	<p>Operation Selection Screen ID eLDPAdminMain01 will be displayed. CLICK “Return EWR Receipts”.</p> 
3	<p>On Return Receipts Screen ID ReturnEWRReceipts, from the “Crop Year” drop-down menu, select the applicable crop year and CLICK “Go”.</p> 

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4 Administrative Actions (Continued)

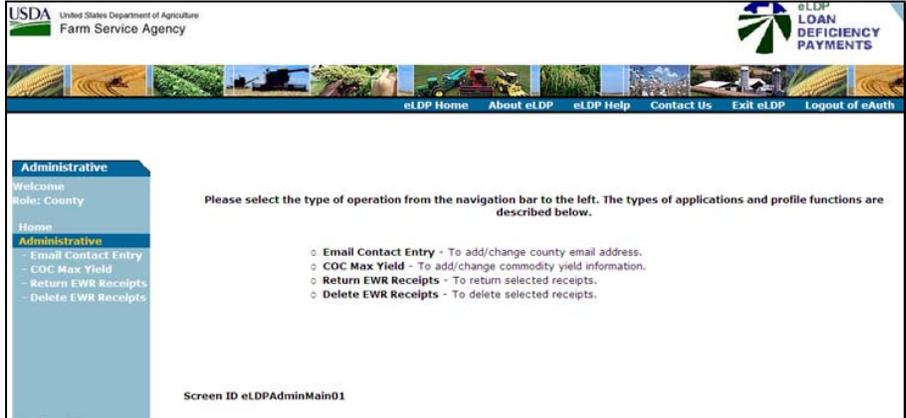
A Returning EWR's (Continued)

Step	Action
4	<p>On Return Receipts Screen ID ReturnEWRReceipts that will be redisplayed, CHECK (✓) the box next to EWR's to be returned and CLICK "Return Receipts to Provider".</p>  <p style="text-align: center; font-size: small;">Screen ID ReturnEWRReceipts</p>

B Deleting EWR's

The "Delete" option shall be used **only** after the "Return Receipts to the Provider" option was **not** completed successfully. Deleting EWR's ensures that EWR's are removed from the eLDP system.

To delete EWR's, follow the instructions provided in this table.

Step	Action
1	On Welcome Screen ID eLDPWelcome01 , CLICK "Administrative" .
2	<p>Operation Selection Screen ID eLDPAdminMain01 will be displayed. CLICK "Delete EWR Receipts".</p>  <p style="text-align: center; font-size: small;">Screen ID eLDPAdminMain01</p>

4 Administrative Actions (Continued)

B Deleting EWR's (Continued)

Step	Action																												
3	<p>On Delete Receipts Screen ID DeleteEWRReceipts, from the “Crop Year” drop-down menu, select the applicable crop year and CLICK “Go”.</p>  <p>The screenshot shows the 'Delete Receipts' screen with the following details: County FSA Office: COUNTY, State/County Code: ST123, Telephone: (123)456-7890. The 'Crop Year' dropdown is set to 2011, and the 'GO' button is visible. A 'Cancel' button is also present.</p> <p>Screen ID DeleteEWRReceipts</p>																												
4	<p>On Delete Receipts Screen ID DeleteEWRReceipts that will be redisplayed, CHECK (✓) the box next to EWR's to be deleted and CLICK “Delete”.</p>  <p>The screenshot shows the 'Delete Receipts' screen with a table of 3 records. The 'Crop Year' dropdown is set to 2011. The table has columns: Receipt#, eLDP#, Crop Year, Commodity, Commodity Class, Warehouse Code, and Status. The first two records are selected with checkboxes.</p> <table border="1" data-bbox="597 1171 1442 1262"> <thead> <tr> <th>Receipt#</th> <th>eLDP#</th> <th>Crop Year</th> <th>Commodity</th> <th>Commodity Class</th> <th>Warehouse Code</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> 09931820</td> <td>50005</td> <td>2011</td> <td>PNUT</td> <td>Runner</td> <td>072150</td> <td>CCC Loan Status must be Approved</td> </tr> <tr> <td><input checked="" type="checkbox"/> 09931821</td> <td>50005</td> <td>2011</td> <td>PNUT</td> <td>Runner</td> <td>072150</td> <td>CCC Loan Status must be Approved</td> </tr> <tr> <td><input checked="" type="checkbox"/> 09931823</td> <td>50005</td> <td>2011</td> <td>PNUT</td> <td>Runner</td> <td>072150</td> <td>CCC Loan Status must be Approved</td> </tr> </tbody> </table> <p>Buttons: Select All, Clear All, Delete, Cancel</p> <p>Screen ID DeleteEWRReceipts</p> <p>Note: EWR's will be displayed on this screen if the “Return EWR Receipts” option was not successful.</p> <p>The user can inquire the status of EWR's from the FSA EWR system to verify the status of EWR's.</p>	Receipt#	eLDP#	Crop Year	Commodity	Commodity Class	Warehouse Code	Status	<input type="checkbox"/> 09931820	50005	2011	PNUT	Runner	072150	CCC Loan Status must be Approved	<input checked="" type="checkbox"/> 09931821	50005	2011	PNUT	Runner	072150	CCC Loan Status must be Approved	<input checked="" type="checkbox"/> 09931823	50005	2011	PNUT	Runner	072150	CCC Loan Status must be Approved
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