FSA
HANDBOOK

Price Support Loan and
LDP Administrative Systems

To access the transmittal page click on the short reference

For State and County Offices

SHORT REFERENCE

17-PS

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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

W. Scott Marlow

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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Table of Contents

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.
loan and LDP provisions for peanuts	2-LP Peanuts.
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	• Develop and implement web-based processes to support loan and LDP functions in State and County Offices. • Provide procedural assistance to State Offices on data entry requirements and software operations.
PSD	• Provide program MAL and LDP policies for administering and delivering price support programs.
State Offices	• Provide application training to County Offices. • Provide procedural assistance to County Offices on data entry requirements and software operations.
KC-ITSD and KCCO	• Provide technical assistance to State and County Offices on nonprogram-related problems. • Assist in correcting inventory data received from County Offices.

   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.
*--

--*
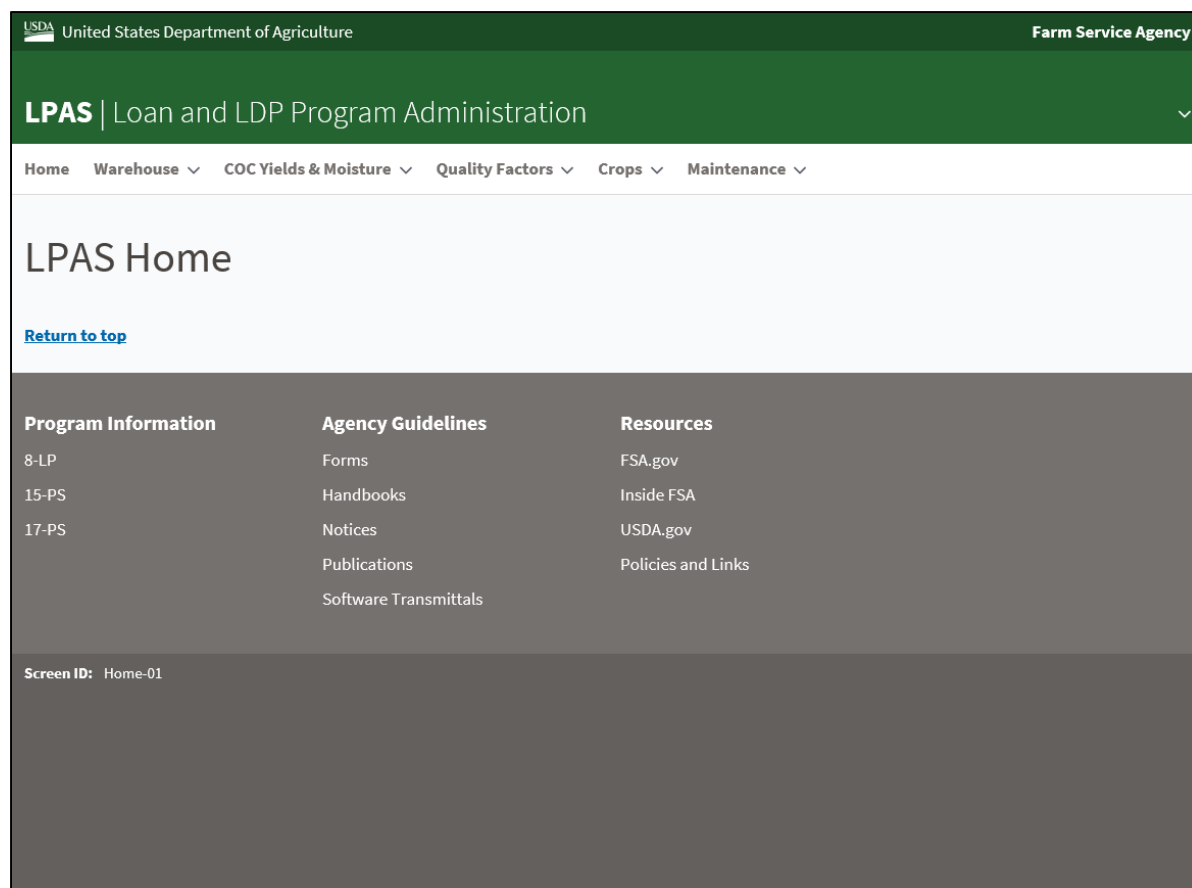
C   Access

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.

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

Warehouse Name

[   ]

Warehouse Code

[   ]

Physical Location State

[Select One   ⌄]

Physical Location County

[Select One   ⌄]

[**Search**]

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

--*

*--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

USDA United States Department of Agriculture						Farm Service Agency	

LPAS | Loan and LDP Program Administration

Home   Warehouse ⌄   COC Yields & Moisture ⌄   Quality Factors ⌄   Crops ⌄   Maintenance ⌄

View Warehouse

Warehouse Name: AG PARTNERS LLC
Warehouse Code: 32145
Status: Active

Warehouse Locations

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	

   Exit

Return to top

--*

*--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.
   *--

   --*

   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.
*--

--*

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.
*--

--*

    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.
*--

--*

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)

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*--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.
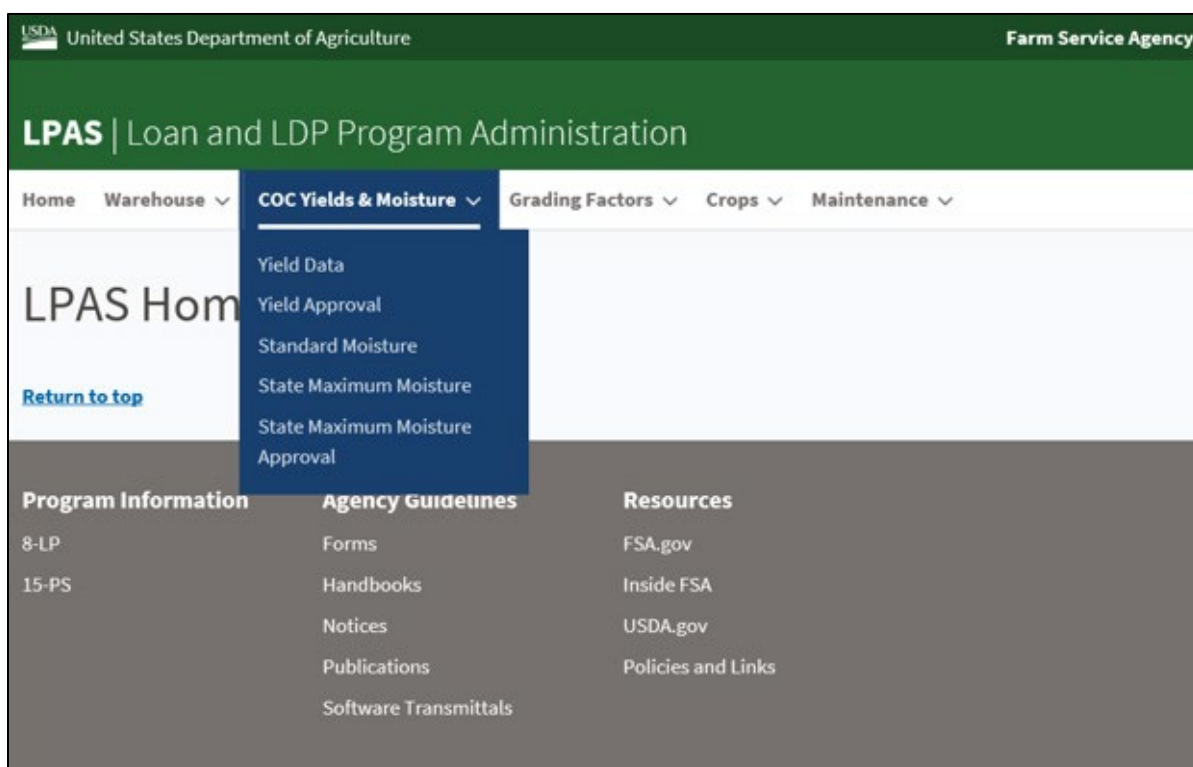
C   Action

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.

                                             --*

*--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.

Field/Button	Description	Action
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. **Note:** 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. **Note:** 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. **Note:** 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
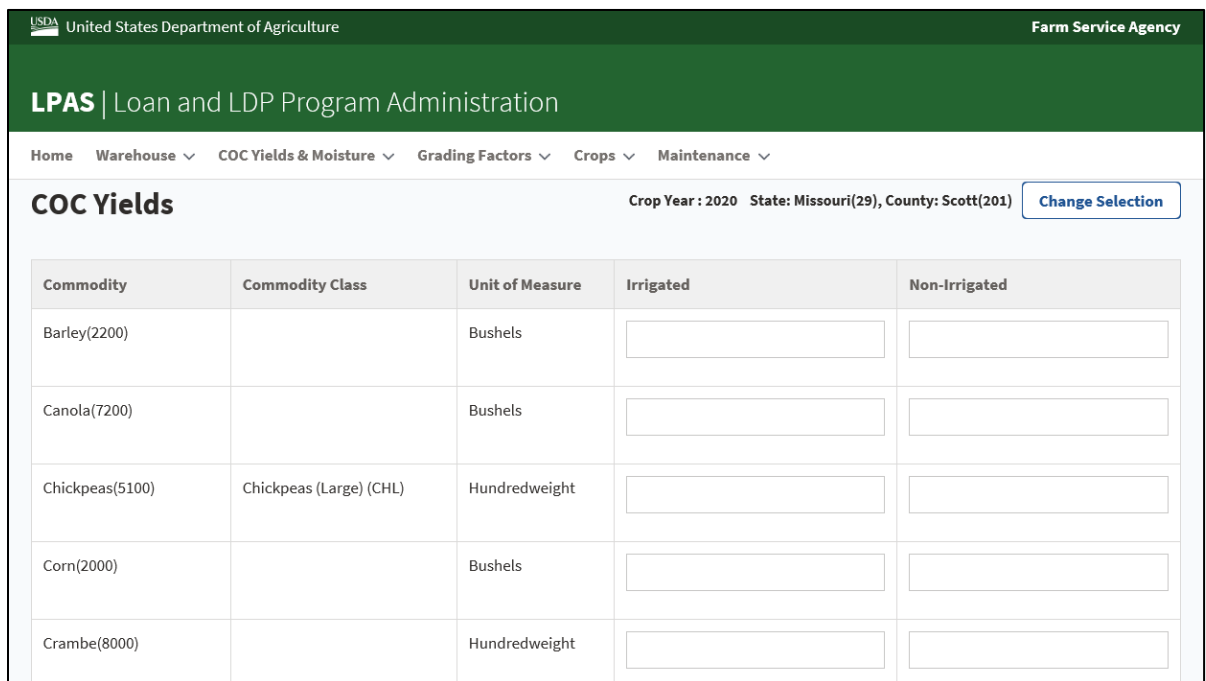
A Overview

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.

USDA United States Department of Agriculture				Farm Service Agency
LPAS | Loan and LDP Program Administration				
Home Warehouse ⌄ COC Yields & Moisture ⌄ Grading Factors ⌄ Crops ⌄ Maintenance ⌄				

COC Yields   Crop Year : 2020   State: Missouri(29), County: Scott(201)   [Change Selection]

Commodity	Commodity Class	Unit of Measure	Irrigated	Non-Irrigated
Barley(2200)		Bushels		
Canola(7200)		Bushels		
Chickpeas(5100)	Chickpeas (Large) (CHL)	Hundredweight		
Corn(2000)		Bushels		
Crambe(8000)		Hundredweight		

--*

*--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.

Field/Button	Description	Action
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.

--*

*--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. **Note:** 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. **Note:** 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. **Note:** 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.

	Pending Status	Commodity	Commodity Class	Unit of Measure	Irrigation Practice	Yield
☐	Modified	Corn(2000)		Bushels	Irrigated	60.00
☐	Modified	Corn(2000)		Bushels	Non-Irrigated	41.00

--*

*--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.

Field/Button	Description	Action
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.

    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)

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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.

--*
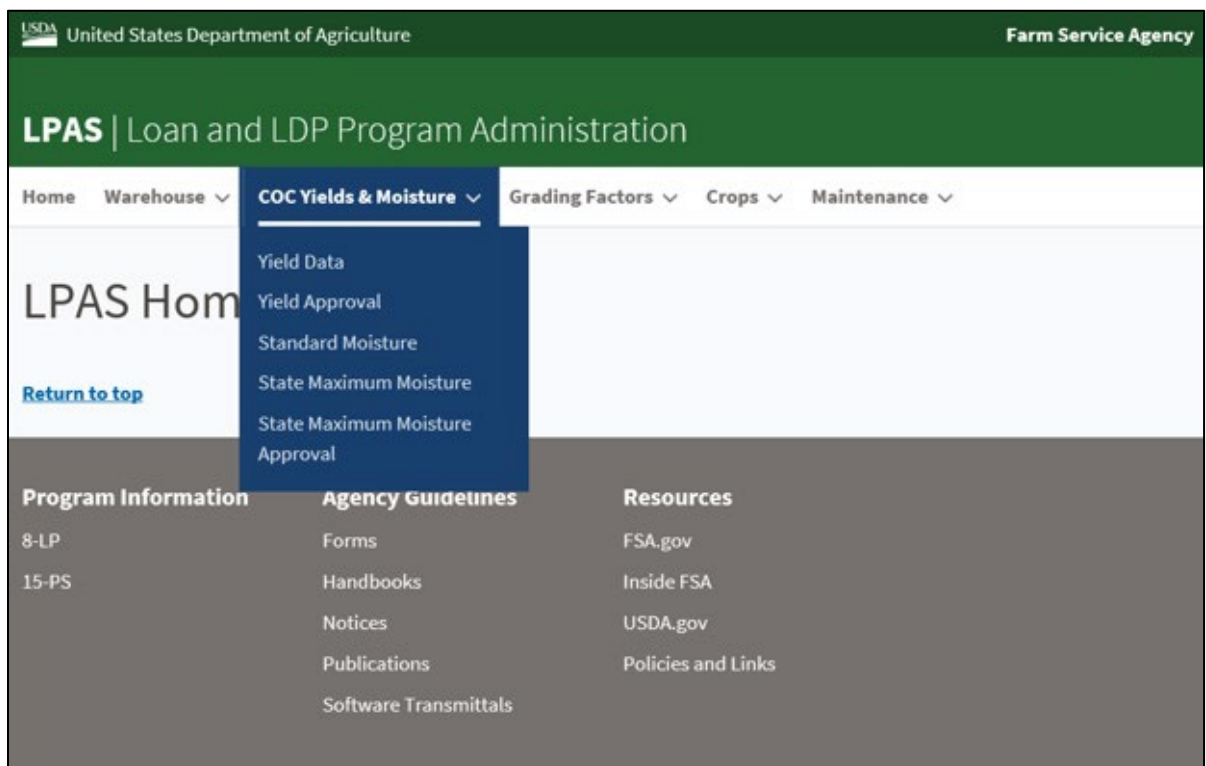
*--200 State Maximum Moisture Main Menu (Continued)

    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.**--***
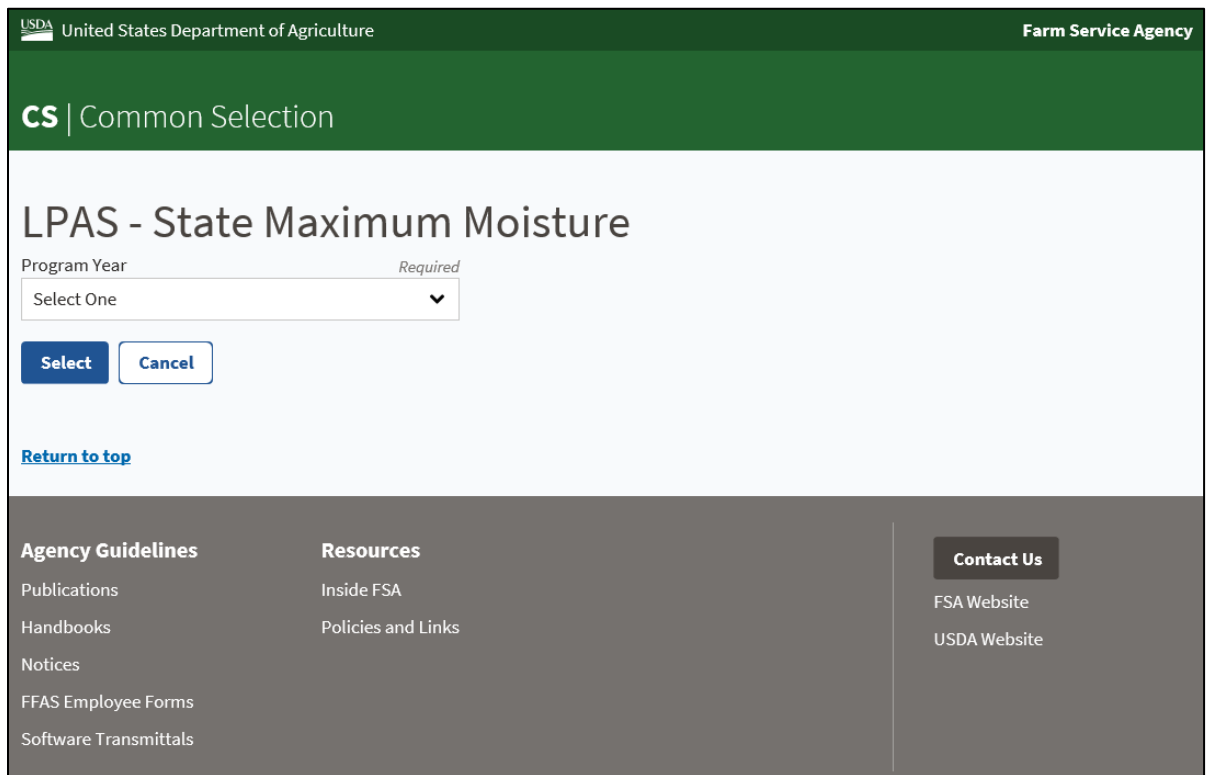
*--201 State Maximum Moisture Screen

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.

--*

*--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.

Field/Button	Description	Action
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. **Note:** 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 **Note:** If an entry was in error, the user can backspace or select the "X' in the field.	Manually enter the maximum moisture level. **Note:** 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.

--*
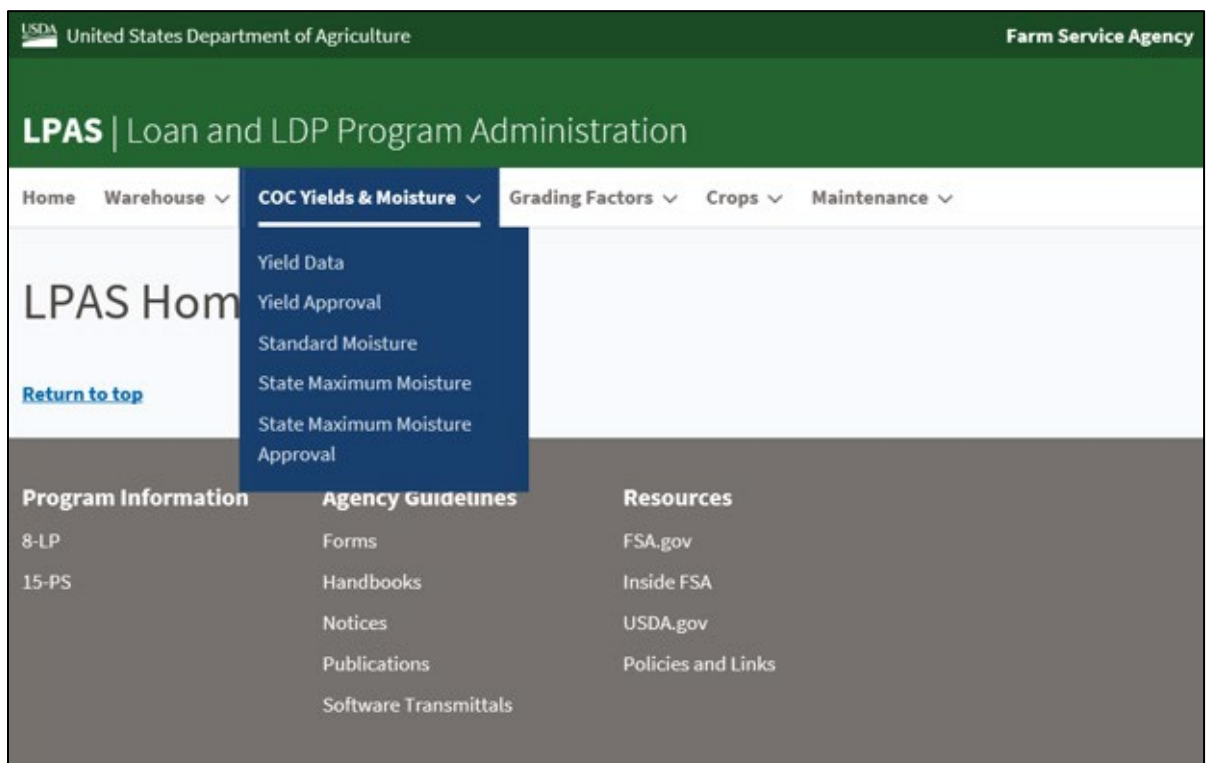
*--203 State Maximum Moisture Approval Main Menu (Continued)

    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".**--***
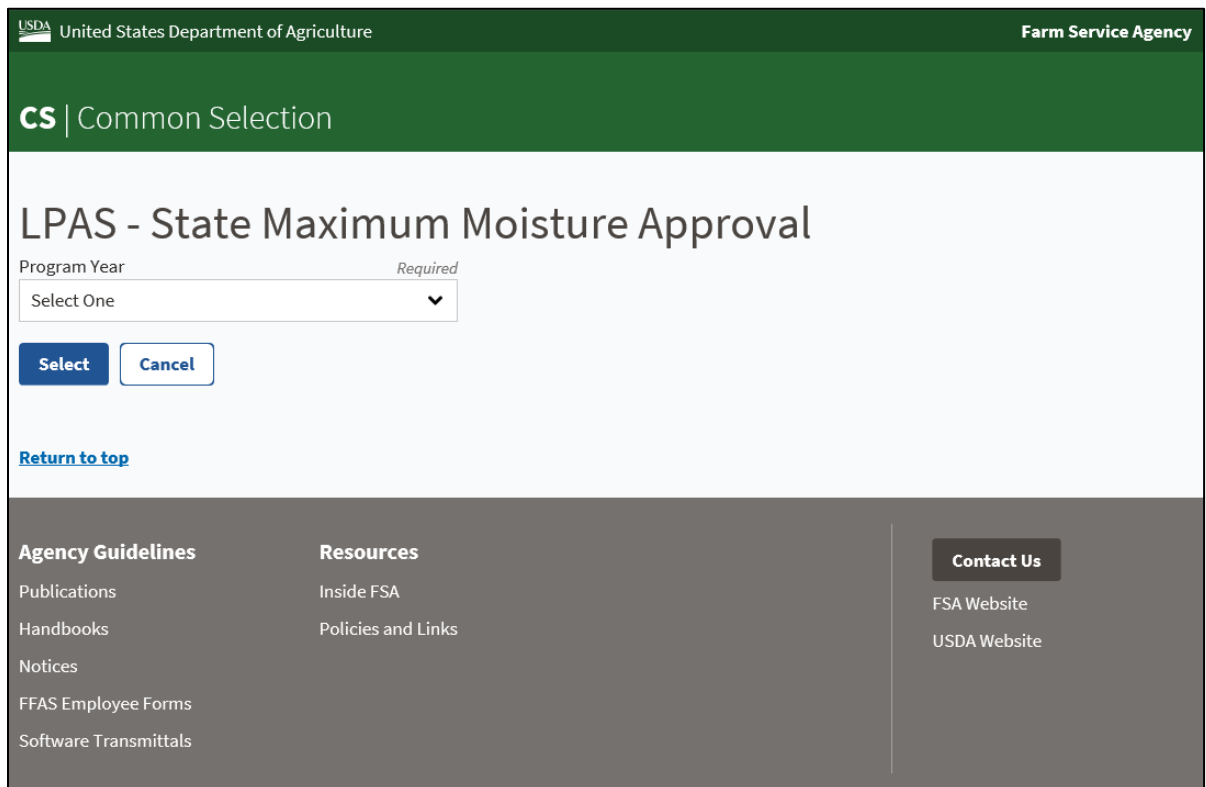
*--204 State Maximum Moisture Approval Screen

    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.

                                                         --*

*--**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.

--*

*--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.

Field/Button	Description	Action
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. **Note:** 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. **Note:** 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.

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	
Corn	2000	15.50	1.30	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)

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.
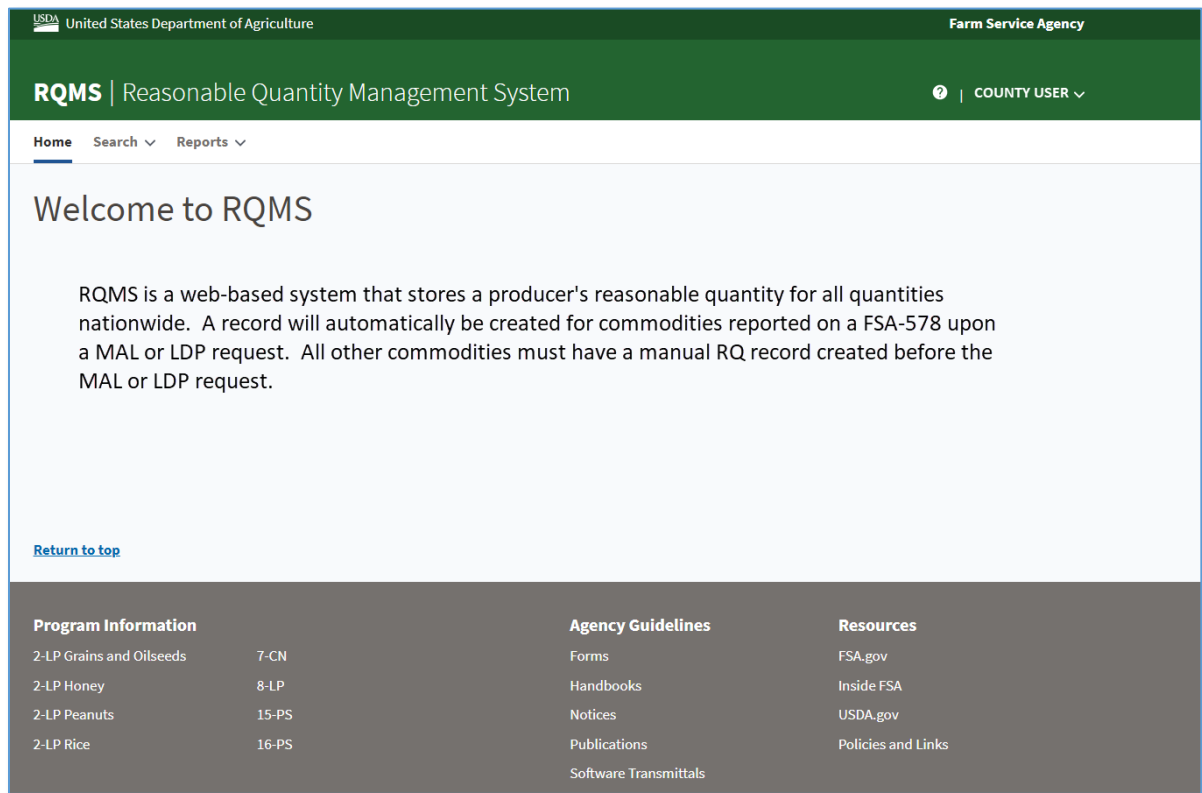
C   Action

Access the RQMS application according to the following.

Step	Action
1	Access the FSA Applications Intranet page at **https://intranet.fsa.usda.gov/fsa/applications.asp**.
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.

<div align="right">**--***</div>

*--802 Common Selection Screen (Continued)

  C Field Descriptions and Actions

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

Field/Button	Description	Action
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.

--*

*--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.

--*
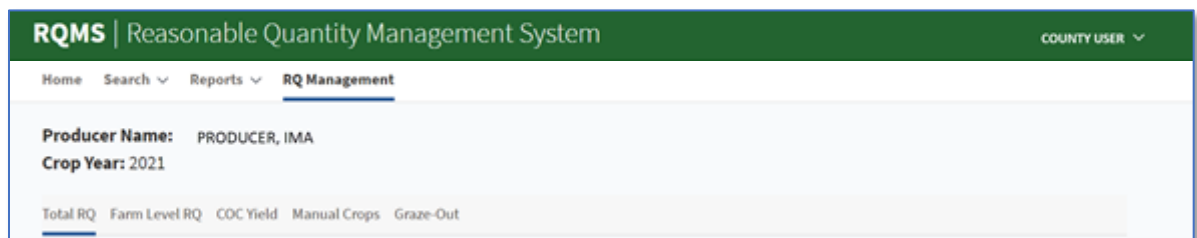
*--804 Reasonable Quantity Management Screen (Continued)

    C Fields Descriptions and Actions

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

Field/Button	Description	Action
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. **Note:** 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. **Note:** See paragraph 806.
COC Yield	Displays the established COC yield for the farm record.	CLICK "COC Yield" to display the COC yield data. **Note:** See paragraph 807.
Manual Crops	Displays the producer's manual crops.	CLICK "Manual Crops" to display the producer's manual crops. **Note:** See paragraph 808.
Graze-Out	Displays the producer's eligible graze-out options.	CLICK "Graze-Out" to display graze-out options. **Note:** 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.**--***

B   Example of the Total RQ Screen

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

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	Displays the total RQ. This is a calculated field of the producer's acreage multiplied by the COC yield. **Note:** This field is a sum of the calculated irrigated and non-irrigated acres.
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.

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

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

--*

*--806 Farm Level RQ Screen (Continued)

C Field Descriptions

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

Field/Button	Description
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	Displays the producer's calculated farm RQ. The Farm Reasonable Quantity is determined by multiplying the acreage of the commodity/crop type/irrigation status by the COC yield for each farm. **Example:** Farm 1 is 100 acres, 50 acres Corn-Yellow (non-irrigated) and 50 acres Corn-Yellow (irrigated) COC Yield for Corn Yellow • 160 bu/ac (irrigated) • 100 bu/ac (non-irrigated) 50 x 160 = 8,000 bu 50 x 100 = 5,000 bu Total Farm RQ =13,000 bu.

--*

*--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.

--*

*--807 COC Yield (Continued)

C Field Descriptions and Actions

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

Field/Button	Description	Action
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.

--*

*--808 Manual Crops (Continued)

  C Field Descriptions and Actions

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

Field/Button	Description/Action	Actions
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.

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*--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.

Field/Button	Description	Action
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.

--*

*--**810 Graze-Out Screen (Continued)**

C Field Descriptions

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

Field/Button	Description
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.

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Exhibit 1

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None.

Forms

None.

Abbreviations Not in 1-CM

Approved Abbreviation	Term	Reference
LPAS	Loan and LDP Program Administration System	Part 2
PDD	Program Delivery Division	1, 2

Redelegations of Authority

None.

Exhibit 3

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
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