UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

For: State and County Offices

Payment Reminder Report for FSFL

Approved by: Deputy Administrator, Farm Programs

[signature: J. Michael Schmidt]

1   Overview

A Background

After FSFL was migrated to the DLS all FSFL reports were disabled on the System 36 and are currently being developed in the FLP Data Marts.

As reports are developed and released into production, a notice will be issued providing instructions for creating and running the report.

The Payment Reminder Report lists outstanding FSFL's due within a specific timeframe and is used to complete the reminder and notification letter according to Notice FSFL-113, subparagraph 3 C.

B Purpose

This notice provides instructions for creating the Payment Reminder Report.

C Contact

For additional information or questions about this notice, State Offices shall contact Stacy Carroll, PECD, by either of the following:

- e-mail at **stacy.carroll@wdc.usda.gov**
- telephone at 202-690-8037.

Disposal Date	Distribution
May 1, 2015	State Offices; State Offices relay to County Offices

2   **Payment Reminder Report**

   A   Overview

   The Payment Reminder Report provides information to complete the Reminder and
   Notification Letter to borrowers. In addition, the DLS FSFL Loan Inquiry Screen can be
   used to complete the letter, according to 2-FSFL, paragraph 461. Either of these options will
   provide the information necessary to complete the Reminder and Notification Letter.

   Note: County Offices shall follow instructions provided in Notice FSFL-113 when
             preparing the Reminder and Notification Letters.

   FSFL users not able to access the report will need to submit FSA 13-A to request access to
   the FLP Data Mart. An FSA 13-A template will be provided on the FSFL SharePoint site
   that should be used to request access.

   B   Accessing Data Marts Workspace

   Users can access the FLP Data Marts workspace from the FSA Intranet Home Page at
   http://intranet.fsa.usda.gov/fsa/. Select "FSA Applications" under the "Resources" banner
   and use either of the following options:

   - Option 1:

     - CLICK **"D-F"** under the "Applications Directory"

     - CLICK **"Data Marts"**

     - CLICK **"Oracle EPM 11 Data Marts"**

     - CLICK **"Logon"** and logon accordingly; the FSA Data Warehouse Production Home
       Page will be displayed

     - CLICK **"EPM Workspace"**; the workspace will be displayed

   - Option 2:

     - CLICK **"D-F"** under the "Applications Directory"
     - CLICK **"Farm Loan Program Systems"**
     - CLICK **"Logon"** and logon accordingly
     - CLICK **"Reports"**
     - CLICK **"Oracle EPM 11 Data Marts"**
     - CLICK **"EPM Workspace"**; the workspace will be displayed.

2   Payment Reminder Report (Continued)

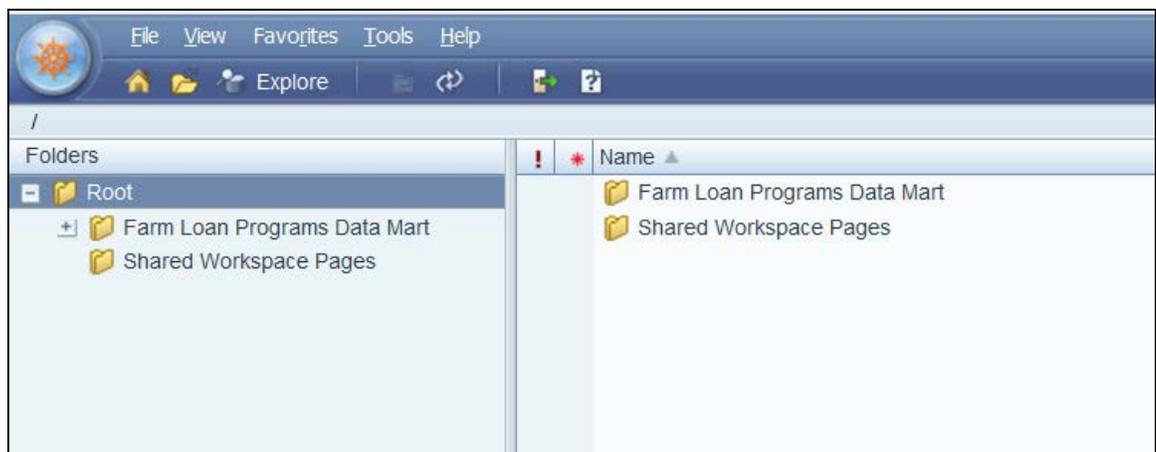**B   Accessing Data Marts Workspace (Continued)**

The following is an example of the data mart workspace.

C   Accessing the Payment Reminder Report

After the workspace is displayed, access the Payment Reminder Report according to the following instructions:

- CLICK **"Explore"** on the header bar; the main folders will be displayed as shown on the following screen.
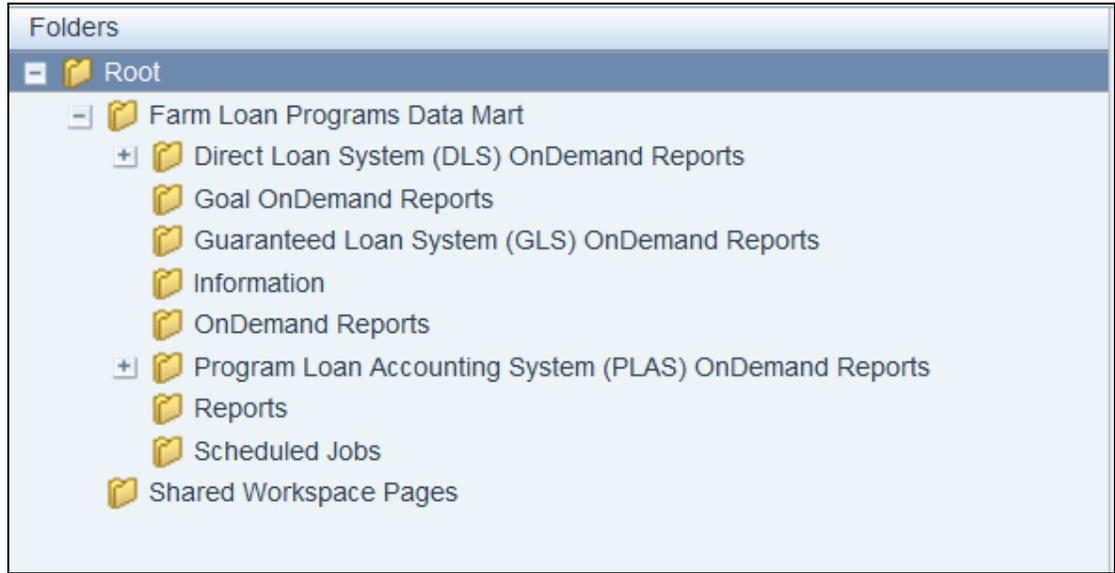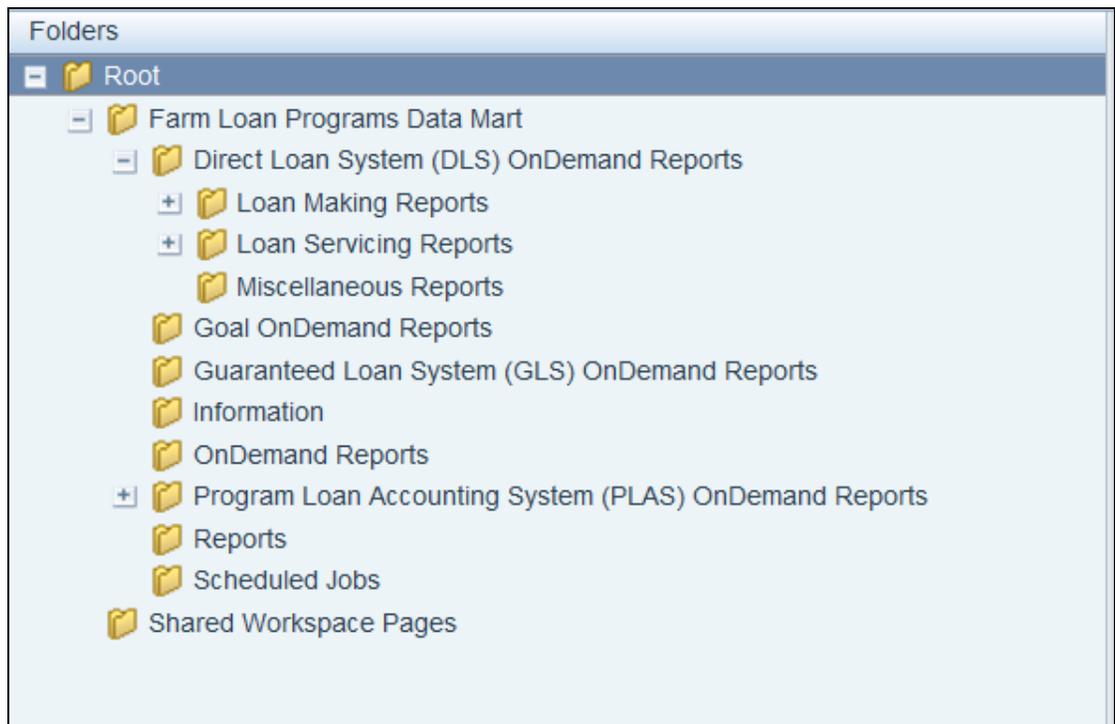
2   Payment Reminder Report (Continued)

C   Accessing the Payment Reminder Report (Continued)

- CLICK **"+"** next to the "Farm Loan Programs Data Mart" folder; a list of report folders will be displayed as shown on the following screen.

Folders
- Root
  - Farm Loan Programs Data Mart
    - Direct Loan System (DLS) OnDemand Reports
    - Goal OnDemand Reports
    - Guaranteed Loan System (GLS) OnDemand Reports
    - Information
    - OnDemand Reports
    - Program Loan Accounting System (PLAS) OnDemand Reports
    - Reports
    - Scheduled Jobs
  - Shared Workspace Pages

- CLICK "+" next to the "Direct Loan System (DLS) OnDemand Reports" folder; the "Loan Making", "Servicing" and "Miscellaneous Reports" folders will be displayed as shown on the following screen.

Folders
- Root
  - Farm Loan Programs Data Mart
    - Direct Loan System (DLS) OnDemand Reports
      - Loan Making Reports
      - Loan Servicing Reports
      - Miscellaneous Reports
    - Goal OnDemand Reports
    - Guaranteed Loan System (GLS) OnDemand Reports
    - Information
    - OnDemand Reports
    - Program Loan Accounting System (PLAS) OnDemand Reports
    - Reports
    - Scheduled Jobs
  - Shared Workspace Pages

2   Payment Reminder Report (Continued)

C   Accessing the Payment Reminder Report (Continued)

- CLICK **"+"** next to the "Loan Servicing Reports" folder; the "Routine" and "Special Servicing" folders will be displayed as shown on the following screen.

- CLICK the **"Routine Servicing"** folder; the list of reports will be displayed on the right
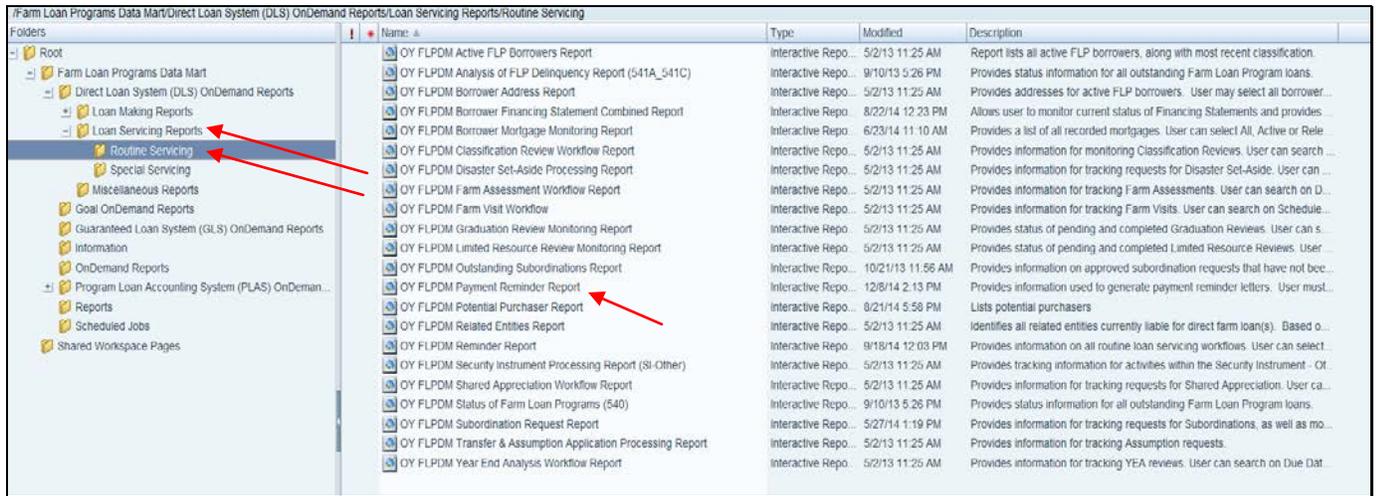
- Double CLICK **"OY FLPDM Payment Reminder Report"**; the Payment Reminder Report dashboard will be displayed.

2   Payment Reminder Report (Continued)

D   Selecting Criteria for Payment Reminder Report

The following is an example of the Payment Reminder Report dashboard.

From the Payment Reminder Report dashboard;

- select the applicable State; the applicable districts will be displayed
- select district, servicing office, and county, as applicable
- enter the Installment Due Date parameters
- CLICK **"FSFL Only"** to filter for FSFL loans only
- select additional criteria as applicable
- select the format for the report
- CLICK **"Run Report"**.

2   Payment Reminder Report (Continued)

E   Example of Report

The following is an example of the PDF format of the Payment Reminder Report.