

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Notice FSFL-116**

**For:** State and County Offices

**Direct Application Report for FSFL**

**Approved by:** Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

After FSFL was migrated to 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 Direct Application Report replaces the System 36 FSFL Status Report.

**B Purpose**

This notice provides instructions for creating the Direct Application 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 to **stacy.carroll@wdc.usda.gov**
- telephone at 202-690-8037.

**Disposal Date**

May 1, 2015  
1-8-15

**Distribution**

State Offices; State Offices relay to County Offices

## 2 Direct Application Report

### A Overview

The Direct Application Report provides information on the status of an FSFL application such as:

- the status of the loan (that is received, completed, obligated, closed)
- application date
- obligation date
- closed date
- requested loan amount
- approved loan amount.

### B Accessing Data Marts Workspace

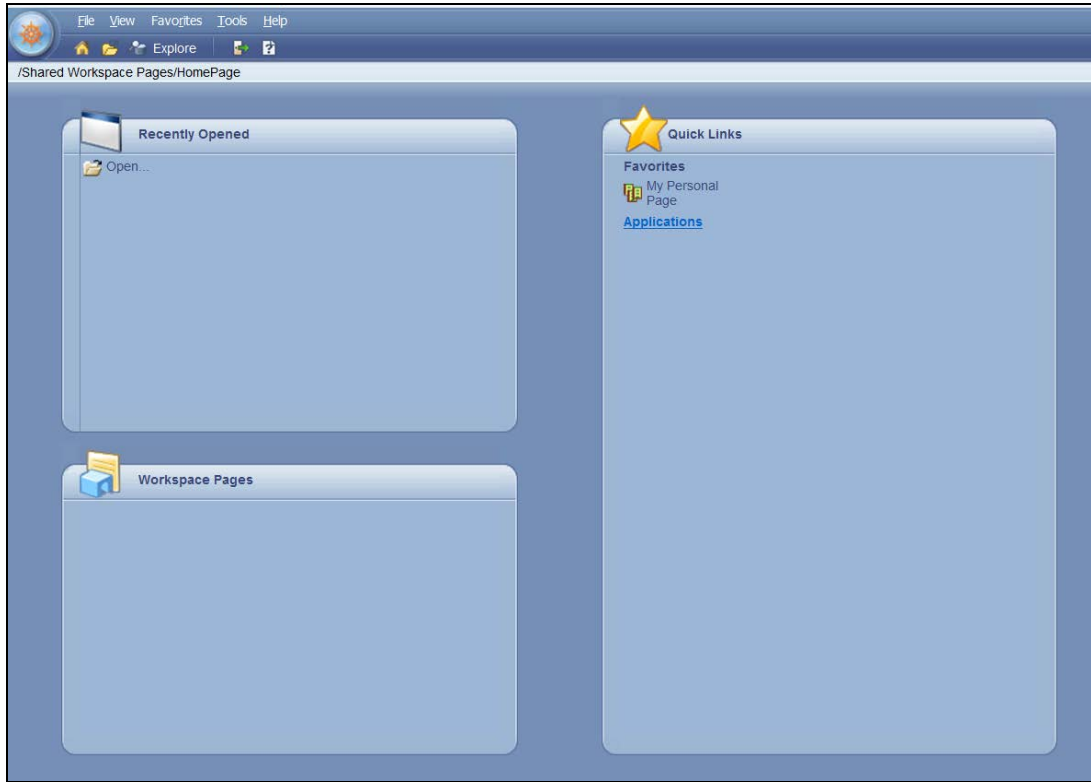
Users can access the FLP Data Marts workspace from the FSA Intranet Home Page at <http://intranet.fsa.usda.gov/fsa/>. Select “FSA Applications” under the “Resources” banner and use either of the following options:

- 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 Direct Application Report (Continued)

### B Accessing Data Marts Workspace (Continued)

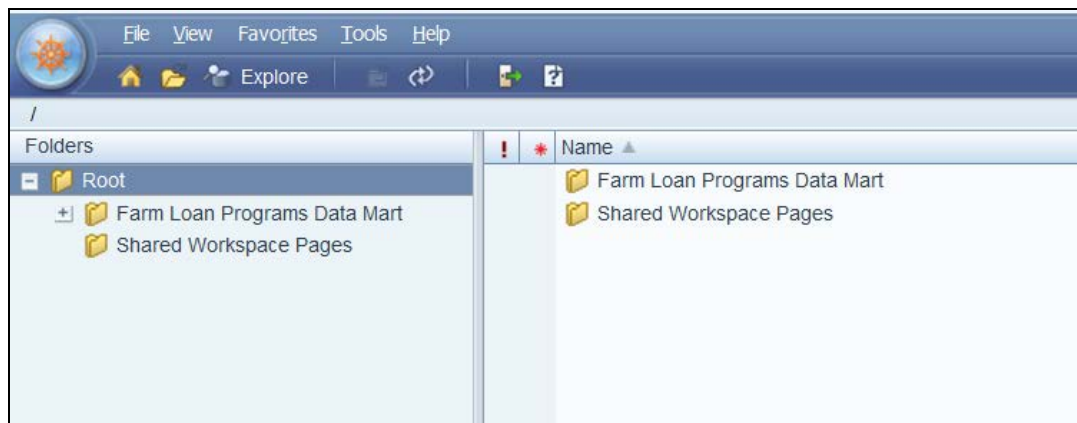
The following is an example of the data marts workspace.



### C Accessing the Direct Application Report

After the workspace is displayed, access the Direct Application Report according to the following instructions:

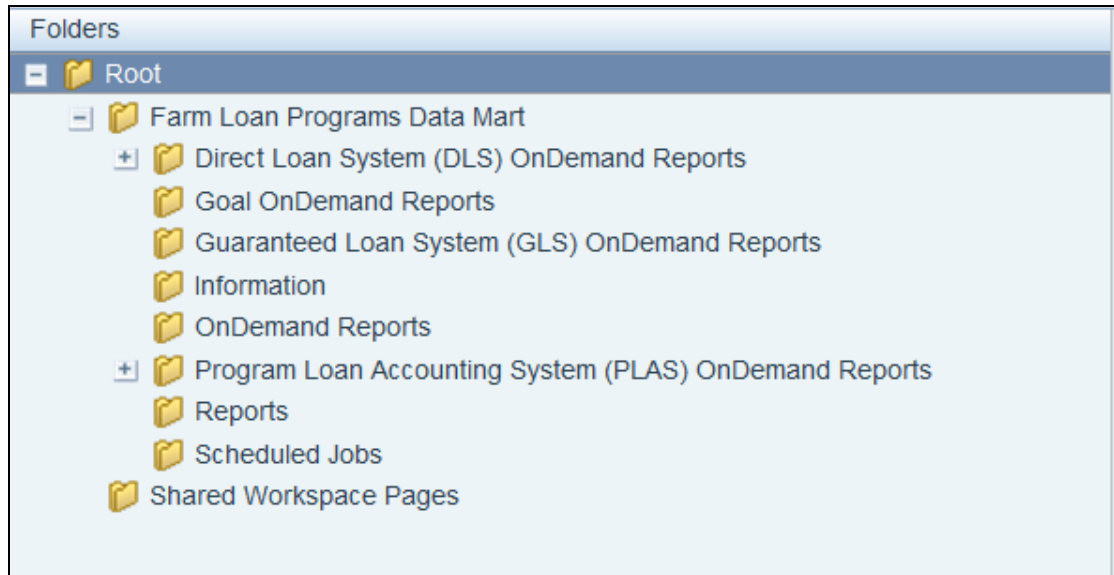
- **CLICK “Explore”** on the header bar; the main folders will be displayed as shown on the following screen.



## 2 Direct Application Report (Continued)

### C Accessing the Direct Application 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.



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



## 2 Direct Application Report (Continued)

### C Accessing the Direct Application Report (Continued)

- CLICK “+” next to the “Loan Making Reports” folder ; the “Direct Applications” and “Obligation” folders will be displayed as shown on the following screen
- CLICK the “**Direct Applications**” folder; the list of reports will be displayed on the right

Folders	Name	Type	Modified
Root	OY FLPDM Borrower Training Report	Interactive Repo...	7/16/13 3:17 PM
Farm Loan Programs Data Mart	OY FLPDM Direct Application Disposition	Interactive Repo...	5/2/13 11:25 AM
Direct Loan System (DLS) OnDemand Reports	OY FLPDM Direct Application Report	Interactive Repo...	11/7/14 12:41 PM
Loan Making Reports	OY FLPDM Direct Applications 60Day Tracking	Interactive Repo...	5/2/13 11:25 AM
Direct Applications	OY FLPDM Direct Applications by Status	Interactive Repo...	3/20/14 10:57 AM
Obligations	OY FLPDM Direct Applications by Type	Interactive Repo...	5/2/13 11:25 AM
Loan Servicing Reports	OY FLPDM Direct Applications Disposition by Race and Gender	Interactive Repo...	5/2/13 11:25 AM
Miscellaneous Reports	OY FLPDM Direct Applications on Hand	Interactive Repo...	5/2/13 11:25 AM
Goal OnDemand Reports	OY FLPDM Direct Applications Received by Race and Gender	Interactive Repo...	5/2/13 11:25 AM
Guaranteed Loan System (GLS) OnDemand Reports	OY FLPDM Loan Limitation Report	Interactive Repo...	5/2/13 11:25 AM
Information	OY FLPDM No Decision Report	Interactive Repo...	5/2/13 11:25 AM
OnDemand Reports	OY FLPDM Office Management Report	Interactive Repo...	6/24/13 1:21 PM
Program Loan Accounting System (PLAS) OnDemand Reports	OY FLPDM Rejected Application Report	Interactive Repo...	5/2/13 11:25 AM
Reports	OY FLPDM Related Entity Report	Interactive Repo...	5/2/13 11:25 AM
Scheduled Jobs	OY FLPDM Term Limit Report	Interactive Repo...	5/2/13 11:25 AM
Shared Workspace Pages			

- Double CLICK “**OY FLP Direct Application Report**”; the Direct Application Report Selection Page will be displayed.

## 2 Direct Application Report (Continued)

### D Selecting Criteria for Direct Application Report

The following is an example of the Direct Application Report Selection Page.

#### Direct Application Report Selection Page

Hold the CTRL or SHIFT key down for Multiple Selections

Selection Criteria:

State:

<<<<Select State>>>>
 

Alabama  
Alaska  
Arizona  
Arkansas

District:

Servicing Office:

County:

Program Type:

☐ FLP Only

☒ **FSFL Only**

☐ All

Race:

All Races  
Amer Indn/Alsk Natv  
Asian

Gender:

All Genders  
Female  
Male

Ethnicity:

☒ All

☐ Hispanic

☐ Non-Hispanic

Status:

All  
Approved  
In Process

2015

☒ Date by Fiscal Year

☐ Date by Range

List Borrowers

Report Selection:

Service Office Report

Sort Selection:

by SS# ID#

None

☒ Ascending  
☐ Descending

None

☒ Ascending  
☐ Descending

None

☒ Ascending  
☐ Descending

Report Format:

☒ PDF Format

☐ Excel Format

☐ Print

☐ Hyperion Format

Run Report

Reset All

From the Direct Application Report Selection Page:

- select the applicable state; the applicable districts will be displayed
- select the district, servicing office, and county as applicable
- **CLICK “FSFL Only”** to filter for FSFL loans only
- select additional criteria as applicable
- select the format for the report
- **CLICK “Run Report”**.

# Notice FSFL-116

## 2 Direct Application Report (Continued)

### E Example of Report

The following is an example of the PDF format of the Direct Application Report

File Name: Direct Application Report.bqy

UNITED STATES DEPARTMENT OF AGRICULTURE  
FARM SERVICE AGENCY  
DIRECT APPLICATIONS  
Direct Application Report  
State Report  
10/01/2014 - 09/30/2015  
HISPANIC/NON-HISPANIC

Page: 1  
Date: 12/04/14  
TOD: 01:01 PM

Report Selected Criteria:

State: MARYLAND  
District: ALL DISTRICTS  
Service Office: 24-311 Frederick  
County: 24-011 Frederick

Program Type: FSFL ONLY  
Loan Type: ALL LOAN TYPES  
Status: ALL STATUSES  
Race: ALL RACES  
Gender: ALL GENDERS

SS# ID# / Name/ FSFL Nbr	Race Ethnicity/ Gender/ Status	Carry Over/ Vet	App Rcv Dt/ App Cmp Dt #Days Rcv to Cmp	Elig Date/ Elig Dt/ #Days Rcv to Elig	1st Disp Dt/ #Days Cmp to 1st Disp	Final Disp Dt/ Final Disp	Oblig Date/ Date to County	Close Date/ #Days Oblig to Close	Loan Amt Req/ Loan Amt Apr	Type/ TOA
MARYLAND										
***-**-**** *****	W / NotHisp MALE	C N	01/28/2014 06/27/2014		08/27/2014 0	06/27/2014 A			208,023.75 208,023.75	FS 901
2014/00006	Obligated		150		Notes:					
***-**-**** *****	W / NotHisp MALE	C N	05/21/2014 08/19/2014		08/19/2014 0	08/19/2014 A			42,500.00 42,500.00	FS 900
2014/00007	Obligated		90		Notes:					
***-**-**** *****	W / NotHisp MALE	C N	09/23/2014 09/23/2014		11/04/2014 42	11/04/2014 A	11/07/2014 11/10/2014	11/28/2014	48,620.00 48,620.00	FS 900
2015/00001	Closed		0		Notes:					
***-**-**** *****	W / NotHisp ORG/OTHER	C N	08/22/2014 08/22/2014		09/30/2014 39	09/30/2014 A	10/02/2014 10/10/2014	10/21/2014	50,000.00 50,000.00	FS 900
2014/00008	Closed		0		Notes:					