

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 | Distribution |
| May 1, 2015 1-8-15 | 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

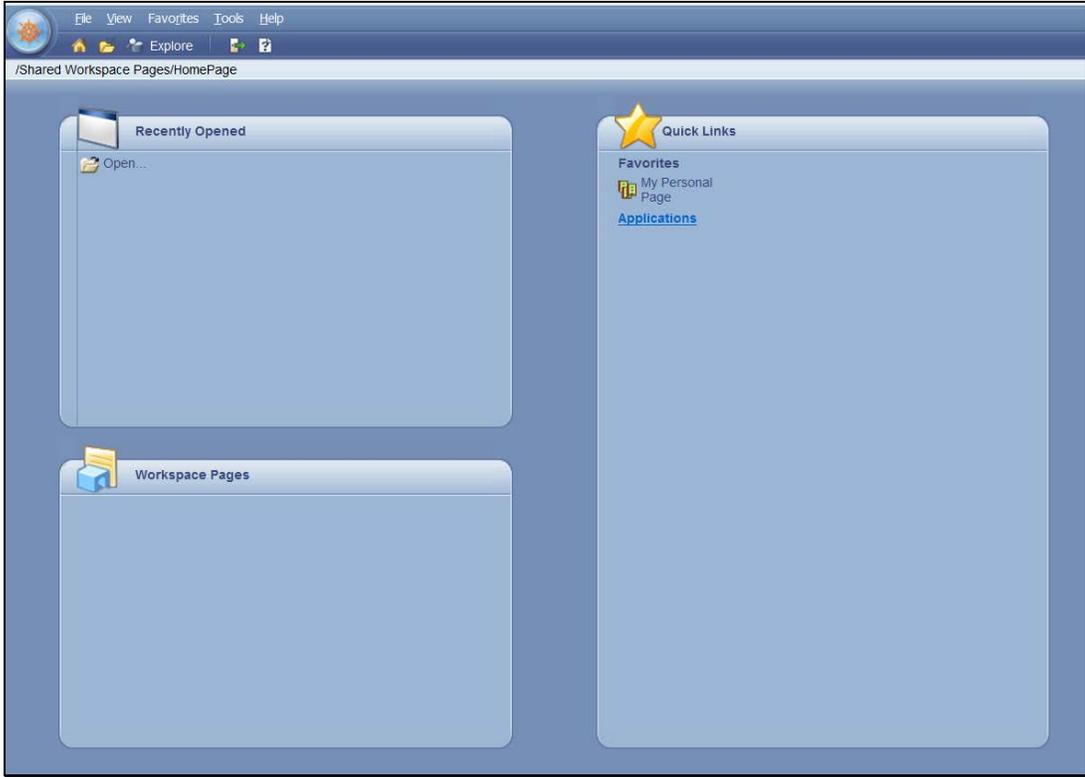
Users can access the FLP Data Marts workspace from the FSA Intranet Home Page at <http://intranet.fsa.usda.gov/fsa/>. Select “FSA Applications” under the “Resources” banner and use either of the following options:

- 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)

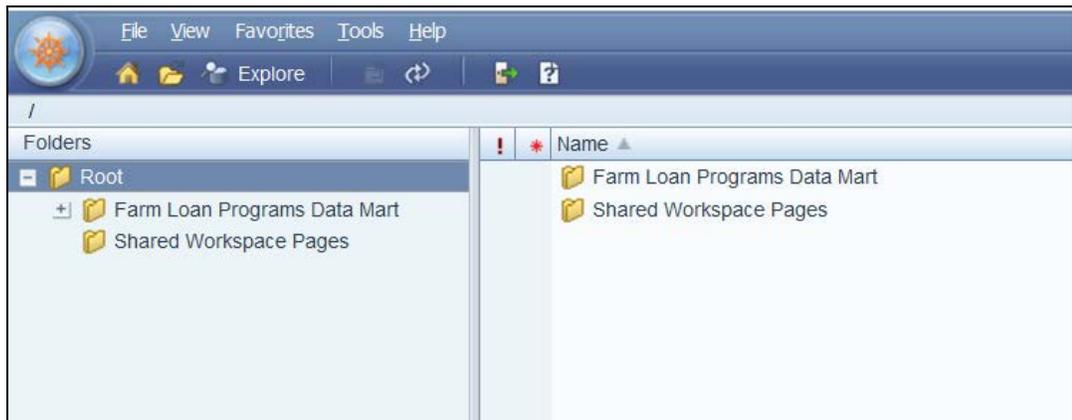
The following is an example of the data marts workspace.



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.

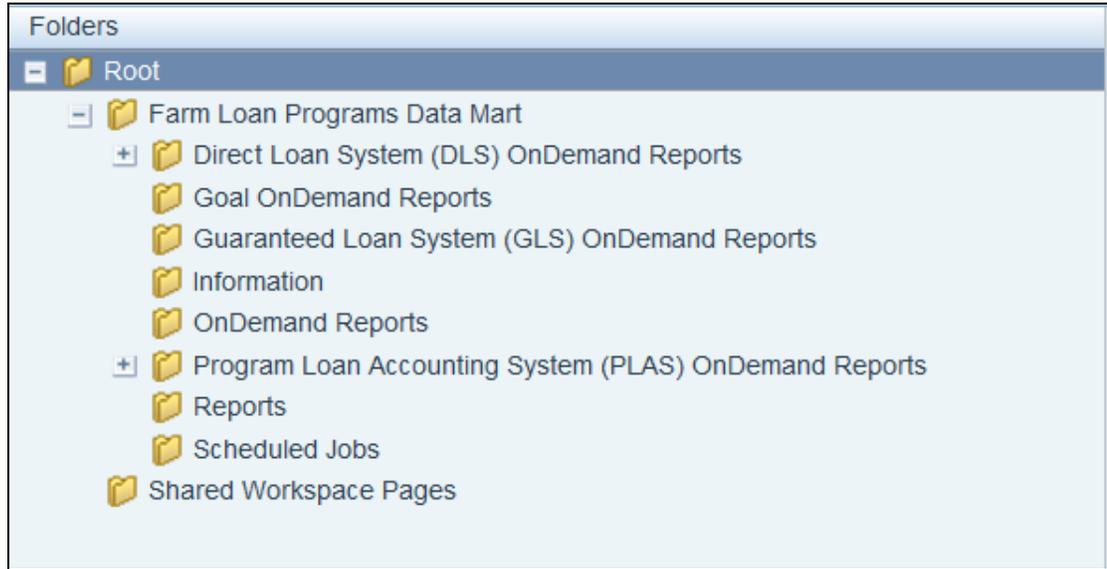


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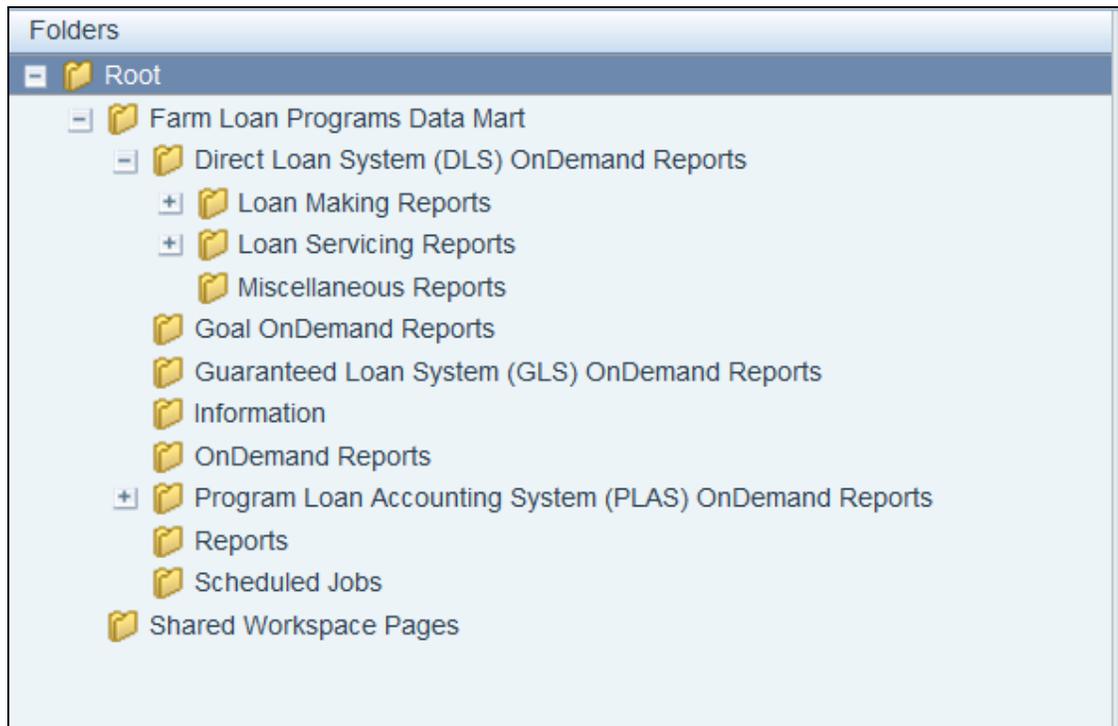
2 Direct Application Report (Continued)

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.

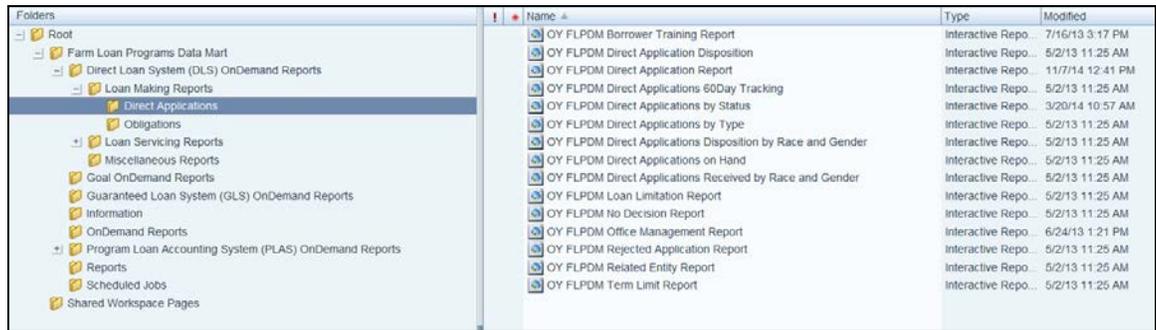


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2 Direct Application Report (Continued)

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



| Name | Type | Modified |
|---|---------------------|------------------|
| OY FLPDM Borrower Training Report | Interactive Repo... | 7/16/13 3:17 PM |
| OY FLPDM Direct Application Disposition | Interactive Repo... | 5/2/13 11:25 AM |
| OY FLPDM Direct Application Report | Interactive Repo... | 11/7/14 12:41 PM |
| OY FLPDM Direct Applications 60Day Tracking | Interactive Repo... | 5/2/13 11:25 AM |
| OY FLPDM Direct Applications by Status | Interactive Repo... | 3/20/14 10:57 AM |
| OY FLPDM Direct Applications by Type | Interactive Repo... | 5/2/13 11:25 AM |
| OY FLPDM Direct Applications Disposition by Race and Gender | Interactive Repo... | 5/2/13 11:25 AM |
| OY FLPDM Direct Applications on Hand | Interactive Repo... | 5/2/13 11:25 AM |
| OY FLPDM Direct Applications Received by Race and Gender | Interactive Repo... | 5/2/13 11:25 AM |
| OY FLPDM Loan Limitation Report | Interactive Repo... | 5/2/13 11:25 AM |
| OY FLPDM No Decision Report | Interactive Repo... | 5/2/13 11:25 AM |
| OY FLPDM Office Management Report | Interactive Repo... | 6/24/13 1:21 PM |
| OY FLPDM Rejected Application Report | Interactive Repo... | 5/2/13 11:25 AM |
| OY FLPDM Related Entity Report | Interactive Repo... | 5/2/13 11:25 AM |
| OY FLPDM Term Limit Report | Interactive Repo... | 5/2/13 11:25 AM |

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

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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: <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;"><<<<Select State>>>></div> <div style="border: 1px solid gray; padding: 2px;">Alabama Alaska Arizona Arkansas</div> | District: <div style="border: 1px solid gray; height: 40px; width: 100%;"></div> | Servicing Office: <div style="border: 1px solid gray; height: 40px; width: 100%;"></div> | County: <div style="border: 1px solid gray; height: 40px; width: 100%;"></div> |
| Program Type: <input type="radio"/> FLP Only <input checked="" type="radio"/> FSFL Only <input type="radio"/> All | Race: <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;">All Races</div> <div style="border: 1px solid gray; padding: 2px;">Amer Indn/Alsk Natv Asian</div> | Gender: <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;">All Genders</div> <div style="border: 1px solid gray; padding: 2px;">Female Male</div> | Ethnicity: <input checked="" type="radio"/> All <input type="radio"/> Hispanic <input type="radio"/> Non-Hispanic |
| Status: <div style="border: 1px solid gray; padding: 2px; margin-bottom: 5px;">All</div> <div style="border: 1px solid gray; padding: 2px;">Approved In Process</div> | | | |
| 2015 | | <input checked="" type="radio"/> Date by Fiscal Year <input type="radio"/> Date by Range | |
| <input type="button" value="List Borrowers"/> | | | |

Report Selection:

Service Office Report

Sort Selection:

by SS# ID#

Ascending
 Descending

None

Ascending
 Descending

None

Ascending
 Descending

Report Format:
 PDF Format
 Excel Format
 Print
 Hyperion Format

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”**.

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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 |
|--|--------------------------------------|--|---|--|--|------------------------------|-------------------------------|--|-------------------------------|--------------|--|---------------------------|
| Report Selected Criteria: | | | | | | | | | | | | Date: 12/04/14 |
| State: MARYLAND | | | | | | | | | | | | TOD: 01:01 PM |
| District: ALL DISTRICTS | | | | | | | | | | | | Program Type: FSFL ONLY |
| Service Office: 24-311 Frederick | | | | | | | | | | | | Loan Type: ALL LOAN TYPES |
| County: 24-011 Frederick | | | | | | | | | | | | 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 Det/ #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 / Not-Hisp | C | 01/28/2014 | | 06/27/2014 | 06/27/2014 | | | 208,023.75 | FS | | |
| | MALE | N | 06/27/2014 | | 0 | A | 07/01/2014 | | 208,023.75 | 901 | | |
| 2014/00006 | Obligated | | 150 | | Notes: | | | | | | | |
| **** | W / Not-Hisp | C | 05/21/2014 | | 08/19/2014 | 08/19/2014 | | | 42,500.00 | FS | | |
| | MALE | N | 08/19/2014 | | 0 | A | 08/21/2014 | | 42,500.00 | 900 | | |
| 2014/00007 | Obligated | | 90 | | Notes: | | | | | | | |
| **** | W / Not-Hisp | C | 09/23/2014 | | 11/04/2014 | 11/04/2014 | 11/07/2014 | 11/26/2014 | 48,620.00 | FS | | |
| | MALE | N | 09/23/2014 | | 42 | A | 11/10/2014 | | 48,620.00 | 900 | | |
| 2015/00001 | Closed | | 0 | | Notes: | | | | | | | |
| **** | W / Not-Hisp | C | 08/22/2014 | | 09/30/2014 | 09/30/2014 | 10/02/2014 | 10/21/2014 | 50,000.00 | FS | | |
| | ORG/OTHER | N | 08/22/2014 | | 30 | A | 10/10/2014 | | 50,000.00 | 900 | | |
| 2014/00008 | Closed | | 0 | | Notes: | | | | | | | |