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	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.
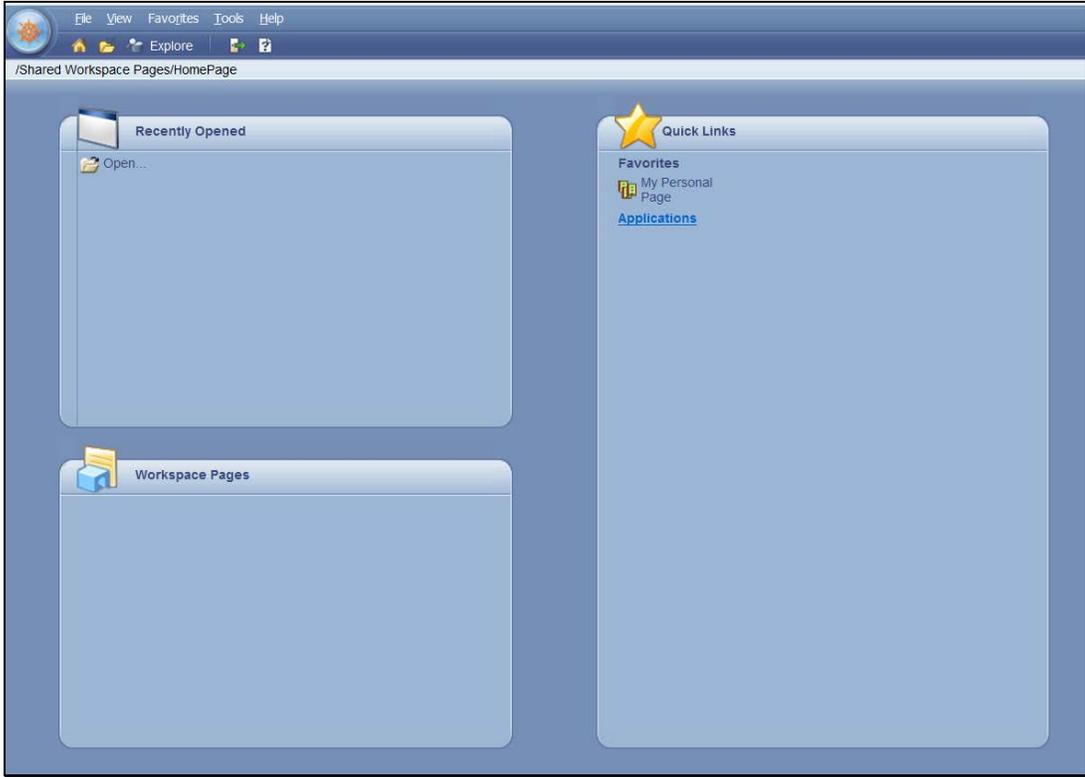
C   Accessing the Direct Application Report

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.
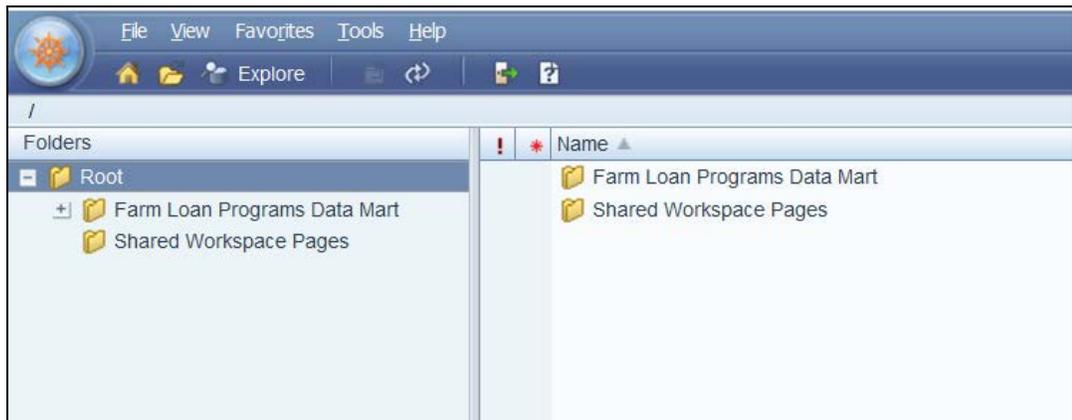
2   Direct Application Report (Continued)

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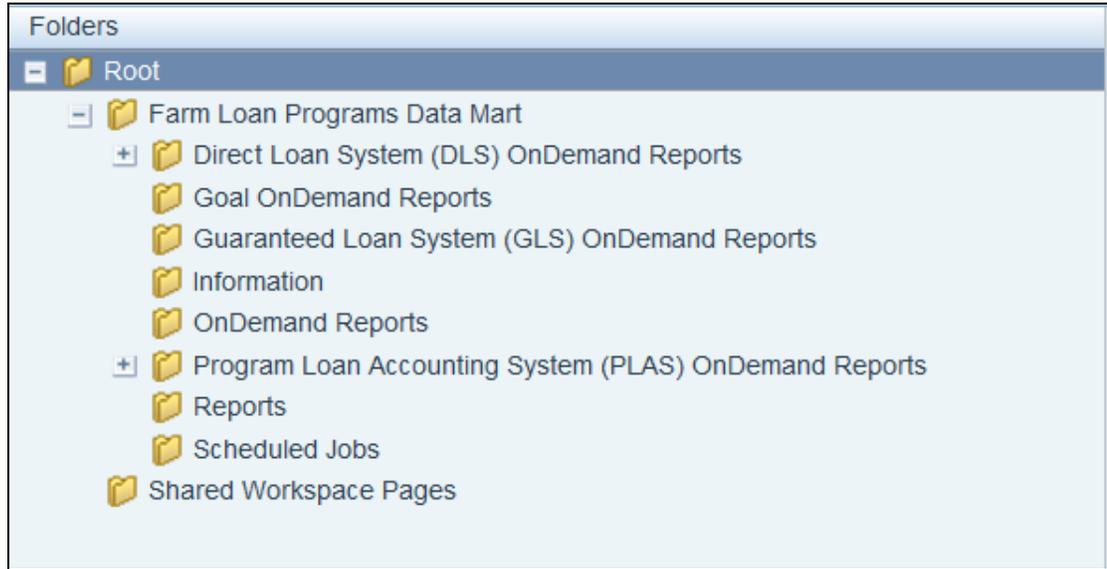
- CLICK "+" next to the "Direct Loan System (DLS) OnDemand Reports" folder; the "Loan Making", "Loan Servicing" and "Miscellaneous Reports" folders will be displayed as shown on the following screen.
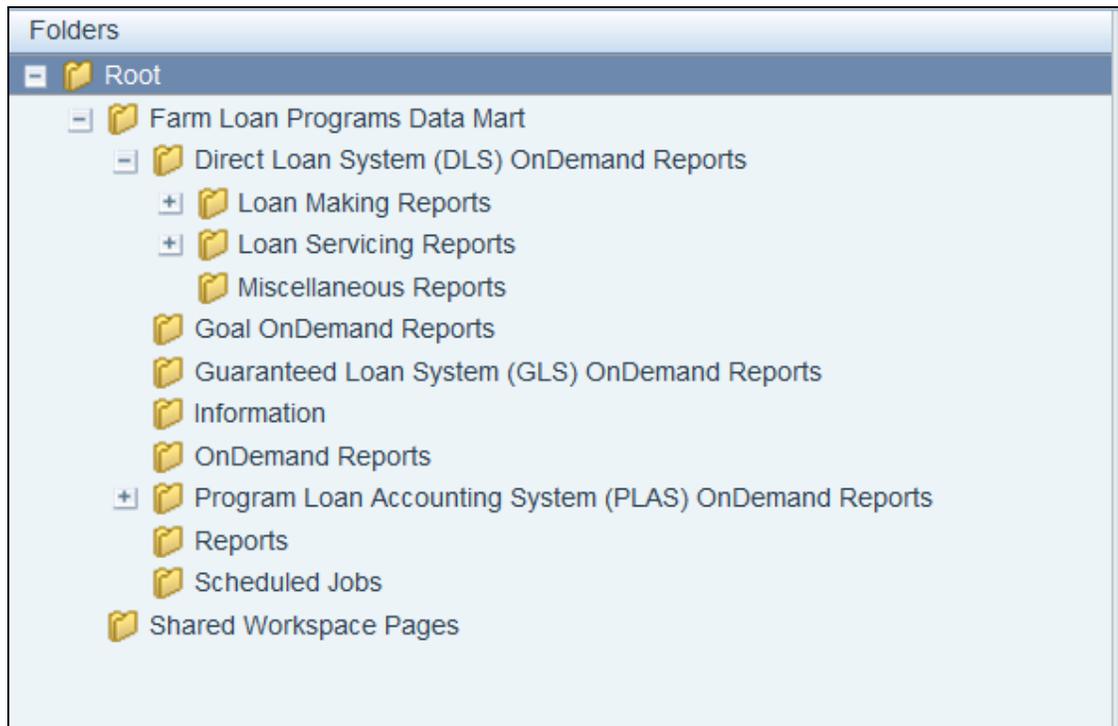
2   Direct Application Report (Continued)

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

- 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.

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"**.

2   Direct Application Report (Continued)

E   Example of Report

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