

**For:** State and County Offices

**Common Errors Being Made With FSFL's in DLS**

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



**1 Overview**

**A Background**

In October 2014, FSFL was moved from System 36 to DLS. Since the release of the web-based DLS/FSFL System, employees are continuing to create errors in the system.

**B Purpose**

This notice provides State and County Offices with FSFL common errors occurring in the DLS/FSFL System, and required actions to avoid future errors.

**C Contact**

If there are questions about this notice that require additional assistance or guidance, State Office employees may contact the following.

<b>IF the question is about...</b>	<b>THEN contact...</b>
FSFL policy	Toni Williams by either of the following: <ul style="list-style-type: none"> <li>• e-mail to <b>toni.williams@wdc.usda.gov</b></li> <li>• telephone at 202-720-2270.</li> </ul>
FSFL automation (applications)	Brittany Ramsburg, by either of the following: <ul style="list-style-type: none"> <li>• email to <b>brittany.ramsburg@wdc.usda.gov</b></li> <li>• telephone at 202-260-9303.</li> </ul>
FSFL automation (payments)	Stacy Carroll by either of the following: <ul style="list-style-type: none"> <li>• email to <b>stacy.carroll@wdc.usda.gov</b></li> <li>• telephone at 202-690-8037.</li> </ul>

<b>Disposal Date</b>	<b>Distribution</b>
May 1, 2016	State Offices; State Offices relay to County Offices

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### 2 FSFL Errors

#### A Errors and Actions

The following table provides explanations of common errors and the action taken to prevent these errors in DLS.

Issue Number	Common Error	Description	Action	Applicable 2-FSFL Reference
1	Employees are incorrectly using the “Withdraw” function.	FSFL’s can <b>either</b> be withdrawn or deleted.  FSFL’s may only be withdrawn when requested by the borrower.	Use the “Delete Loan” function when the loan:  <ul style="list-style-type: none"> <li>• was entered incorrectly</li> <li>• has <b>not</b> been obligated.</li> </ul> Use the “ <b>Withdraw</b> ” function for:  <ul style="list-style-type: none"> <li>• requests made by the borrower</li> <li>• errors discovered after the loan has been obligated.</li> </ul>	Paragraphs 103 and 104
2	Employees are not updating the credit decision in FBP timely.	FBP is used to determine credit status and credit worthiness.	Employees shall communicate with each other to assure that the credit action is updated timely in FBP.  <b>Note:</b> COC/STC approval date <b>must</b> be loaded in the month the decision was made, if it’s the last day of the month it <b>must</b> occur before COB.	Paragraph 300
3	Employees are not updating the COC/STC decision timely in DLS.	FSFL’s are approved/disapproved under the “Disposition Tab” in DLS.	Update the COC/STC decision timely in DLS.  <b>Notes:</b> The approval date must be equal to or greater than the final disposition date.  COC/STC approval date <b>must</b> be loaded in the month the decision was made, if it’s the last day of the month it <b>must</b> occur before COB.	Paragraph 301
4	Employees are not obligating FSFL immediately after approving in DLS.	The obligation process is separate from the approval process.	Employees shall obligate <b>immediately</b> after approving a loan.	Paragraph 350

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### 2 FSFL Errors (Continued)

#### B Warning Messages

DLS will display messages in blue or red depending on the type of message. If the color of the message is:

- blue, the message is a warning and users shall review the information before proceeding to the next screen
- red, the message is a hard stop and users must update the information on the screen before proceeding.

### 3 Action

#### A State Office Action

State Offices Shall:

- assist County Offices with questions about this notice
- contact National Office staff with any questions about this notice according to subparagraph 1 C.

#### B County Office Action

County Offices shall contact the State Office for guidance if there are questions or concerns about procedure in this notice