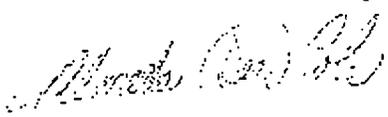


For: State and National Office Employees

New FOCUS Report File Availability

Approved by: Acting Deputy Administrator, Farm Credit Programs



1 Overview

**A
Background**

Information is a vital resource for successfully carrying out the mission of FSA. The Loan Accounting Division, St. Louis, Missouri has developed a method for on-line access to management reports. To expedite access to the reports and to allow printing locally, a new FOCUS report file has been developed.

The first phase includes only National Office summary reports. These reports are accessible to all FOCUS users. State Office reports will be added to the on-line system in the next phase.

Effective with FY 1997 activity, paper copies of the reports obtained from the on-line system will no longer be distributed.

The initial phase of development provides only the most current version of the report. As an updated report is released, the old version of the report will be overlaid.

**B
Purpose**

This notice provides the instructions for accessing files and printing hardcopy versions.

**C
Contact**

If there are any questions, contact Linda Kolley at 314-539-6216.

For FOCUS or printer ID's, requests should be made to the KCMO Security Officer through the State AC or IRM.

Disposal Date	Distribution
April 1, 1997 10-15-96	State and National Office employees

Notice FC-81

2 Automated Reports System TSO/FOCUS (Continued)

C

Other Options

Option "C" is only available to the Finance Office Reports personnel. This option is used to approve reports for release to the Automated Reports System.

Option "I" contains information on the user currently accessing "RPTS". It will show information used to route reports to the appropriate printer. The initial value for the printer destination is a default value supplied by the mainframe security system AFC2. This value needs to be reviewed and changed if necessary to route reports to the appropriate printer. The printer destination value must be 1 of the following:

- VPS printer ID, begins with the character "U" followed by a 4-digit number, such as U0008 or U0181
- remote ID, begins with the character "R" followed by a 4-digit number, such as R0050 or R0017
- site ID, 5 characters, such as N0100 or 01000.

Option "X" is used to exit "RPTS".

Exhibit 2 provides a list of function keys and their purpose.

Examples of RPTS Menus and Screens

A
Reports
Selection Menu

```

----- REPORTS SELECTION MENU -----
SELECT OPTION ==>
1 LOAN MAKING - RECD
2 LOAN SERVICING - RECD
3 GUARANTEED LOANS
4 LOAN MAKING - FSA
5 LOAN SERVICING - FSA
6 AMAS
7 RECD ASSOCIATIONS

C CONTROL - REQUEST UPDATE OF INFORMATION (ST. LOUIS ONLY)
I INFORMATION - NAME, PRINTER DESTINATION, ETC.
X EXIT - TO LEAVE REPORTS

PRESS END KEY OR PF3 TO RETURN TO PREVIOUS SCREEN.
    
```

B
Guaranteed
Loans Reports

```

----- GUARANTEED LOANS REPORTS -----
TO SELECT PLACE A 'B' FOR BROWSE OR A 'P' FOR PRINT BEFORE THE ITEM

REPORT CODE TITLE DATE CREATED
4011 SUMMARY ACTIVE ACCOUNTS RECEIVABLE LISTING - RECD 1996/114
4011 SUMMARY ACTIVE ACCOUNTS RECEIVABLE LISTING - FSA 1996/114
4021 SUMMARY INACTIVE ACCOUNTS RECEIVABLE LISTING - RECD 1996/114
4021 SUMMARY INACTIVE ACCOUNTS RECEIVABLE LISTING - FSA 1996/114
4067 ANALYSIS OF DELINQUENCIES - RECD 1996/114
4067 ANALYSIS OF DELINQUENCIES - FSA 1996/114
4067 ANALYSIS OF DELINQUENCIES - RDA 1996/114
4067B ANALYSIS OF DELINQUENCIES BY LOAN TYPE - RECD 1996/114
4067B ANALYSIS OF DELINQUENCIES BY LOAN TYPE - FSA 1996/114
4067C ANALYSIS OF DELINQUENCIES BY STATE BY LOAN TYPE - RECD 1996/115
4067C ANALYSIS OF DELINQUENCIES BY STATE BY LOAN TYPE - FSA 1996/115
4105 STATUS OF ACTIVE GUARANTEED LOANS - NATIONAL RECAP - RECD 1996/114
4105 STATUS OF ACTIVE GUARANTEED LOANS - NATIONAL RECAP - FSA 1996/114
4131 SUMMARY LOSS LISTING - RECD 1996/114
4131 SUMMARY LOSS LISTING - FSA 1996/114

PRESS END KEY OR PF3 TO RETURN TO PREVIOUS SCREEN.

F1=HELP F2=SPLIT F3=END F4=RETURN F5=RFIND F6=RCHANGE
F7=UP F8=DOWN F9=SWAP F10=LEFT F11=RIGHT F12=RETRIEVE
    
```

C
Loan Making
Reports for FSA

```

----- LOAN MAKING REPORTS FOR FSA -----
TO SELECT PLACE A 'B' FOR BROWSE OR A 'P' FOR PRINT BEFORE THE ITEM

REPORT CODE TITLE DATE CREATED
205A STATUS OF LOAN & GRANT OBLIGATIONS - NATIONAL RECAP 1996/114
509 REPORT OF EMERGENCY LOANS MADE PERTAINING TO DISASTERS 1996/114
570D GRANTS OBLIGATED TO ASSOCIATIONS & ORGANIZATIONS 1996/114
634 CONGRESSIONAL SUMMARY OF FMHA PROGRAMS 1996/114
670 DISTR OF OBLG BY MARITAL STATUS, RACE/ETHNIC GROUP OR SEX 1996/114

PRESS END KEY OR PF3 TO RETURN TO PREVIOUS SCREEN.

F1=HELP F2=SPLIT F3=END F4=RETURN F5=RFIND F6=RCHANGE
F7=UP F8=DOWN F9=SWAP F10=LEFT F11=RIGHT F12=RETRIEVE
    
```

Continued on the next page

Examples of RPTS Menus and Screens (Continued)

D
Loan Servicing
Reports for FSA

```

----- LOAN SERVICING REPORTS FOR FSA -----
TO SELECT PLACE A 'B' FOR BROWSE OR A 'P' FOR PRINT BEFORE THE ITEM

REPORT          DATE
CODE  TITLE    CREATED

541  FARMER PROGRAM DELINQUENCY REPORT - SUMMARY          1996/114
543  DWELLING RETENTION MONTHLY PAYMENT DELINQUENCY REPORT  1996/114
544  STATUS REPORT OF SOFTWOOD TIMBER                        1996/114
565C BORROWERS WITH EXPIRING EQUITY RECAPTURE AGREEMENTS    1996/114
565F EQUITY RECAPTURE RECEIVABLE PAST DUE - NATIONAL SUMMARY 1996/114
573C FP BORROWERS THAT HAVE REFINANCED THRU OTHER CREDIT SOURCES 1996/114
593  SUMMARY OF ALL FARMER PROGRAM PROPERTIES IN INVENTORY  1996/114
605  QUARTERLY CASELOAD REPORT - SUMMARY                    1996/255
616  DIRECT BORROWERS DELINQUENCY REPORT - NATIONAL TOTALS  1996/114
643  SUMMARY OF LOANS IN COLLECTION ONLY STATUS              1996/114
655C STATUS REPORT OF NET RECOVERY BUYOUT - NATIONAL SUMMARY 1996/114
655F STATUS REPORT OF SPH EQUITY RECAPTURE - NATIONAL SUMMARY 1996/114
655I STATUS REPORT OF SHARED APPRECIATION - NATIONAL SUMMARY 1996/114
660C LIMITED RESOURCE LOAN REVIEW REPORT - PAST DUE REVIEWS  1996/114
660F LIMITED RESOURCE LOAN REVIEW REPORT - THREE MONTH NOTICE 1996/114
660G LIMITED RESOURCE LOANS                                1996/114

HIT ENTER FOR NEXT PAGE
PRESS END KEY OR PF3 TO RETURN TO PREVIOUS SCREEN.

F1=HELP    F2=SPLIT    F3=END      F4=RETURN   F5=RFIND   F6=RCHANGE
F7=UP      F8=DOWN     F9=SWAP     F10=LEFT    F11=RIGHT  F12=RETRIEVE
    
```

```

----- LOAN SERVICING REPORTS FOR FSA -----
TO SELECT PLACE A 'B' FOR BROWSE OR A 'P' FOR PRINT BEFORE THE ITEM

REPORT          DATE
CODE  TITLE    CREATED

691B DSTR OF LNS BY 6 SPECIFIED TYPES BY RACE OR ETHNIC GROUP  1996/114
691D DSTR OF LNS BY SPECIFIED TYPE - RURAL YOUTH OPERATING LOANS 1996/114
691F DSTR OF LNS BY SPECIFIED TYPE - ECONOMIC EMERGENCY LOANS  1996/114
803A REPORT OF FP LOAN REPAYMENTS                               1995/273
893  REPORT OF LOANS LIQUIDATED THROUGH TRANSFER              1996/114

PRESS END KEY OR PF3 TO RETURN TO PREVIOUS SCREEN.

F1=HELP    F2=SPLIT    F3=END      F4=RETURN   F5=RFIND   F6=RCHANGE
F7=UP      F8=DOWN     F9=SWAP     F10=LEFT    F11=RIGHT  F12=RETRIEVE
    
```

E
Information

```

USER-ID      NAME          BRANCH      PRINTER
-----
ASL999      SMITH,BOB    - STB1      U0008

THIS INFORMATION IS USED TO ROUTE THE REQUESTED REPORT
TO THE APPROPRIATE PRINTER.
IF INFORMATION IS CORRECT PRESS ENTER; ELSE MAKE THE NECESSARY
CORRECTIONS AND THEN PRESS THE ENTER KEY.
    
```

Function Keys

When using the RPTS Panel Screen, the following are the defaults for the function keys. Use the function keys to browse through the data.

Function Key	Result
PF3	This key terminates current operations and returns to the previous screen. If the Main Menu is displayed, this terminates RPTS.
PF4	This key causes an immediate return to the Main Menu of RPTS.
PF5	This key repeats the action of the previous "FIND" command.
PF7	This key causes a scroll toward the top of the data. To get to the beginning from anywhere in the data, ENTER "M" at the command line and PRESS "PF7".
PF8	This key causes a scroll toward the end of the data. To get to the end from anywhere in the data, ENTER "M" at the command line and PRESS "PF8".
PF10	This key shifts the screen to the left of the data.
PF11	This key shifts the screen to the right of the data when data is wider than the screen, as in a print data set with 133 characters.
PF12	This key removes the cursor to the first input field of the panel being displayed, usually the "Command" field.

To search for a character string of data, at the command line, ENTER "FIND 'character string'" and PRESS "Enter". "FIND" can be abbreviated to "F".

Example: ENTER "FIND 'LOAN'" at the command line and PRESS "Enter". It will go to the first occurrence of the character string "LOAN". PRESS "PF5" and it will go to the next occurrence. Repeat until at the end of the data.
