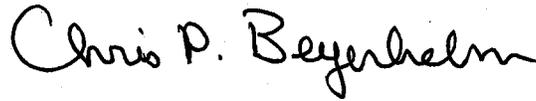


**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

<b>General Program Administration 1-FLP (Revision 1)</b>	<b>Amendment 91</b>
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**Approved by:** Deputy Administrator, Farm Loan Programs



**Amendment Transmittal**

**A Reason for Amendment**

Exhibit 15 has been amended to:

- update subparagraph A 11 g to provide guidance when “Bureau Error” is displayed
- include the following subparagraphs that were inadvertently not included in Amendment 90:
  - subparagraph C 5
  - subparagraph F 4.

<b>Page Control Chart</b>		
<b>TC</b>	<b>Text</b>	<b>Exhibit</b>
		15, pages 22.5, 22.6 pages 43, 44 pages 69, 70



Farm Business Plan - FSA User Guide (Continued)

A Overview (Continued)

11 Credit Reports (Continued)

g Error Messages (Continued)

- \*--“No Hit” message will be displayed when a credit bureau does not have a file on the customer. The report may still be considered an acceptable report if even 1 of the credit bureaus provides information and a new credit report does not need to be pulled.--\*

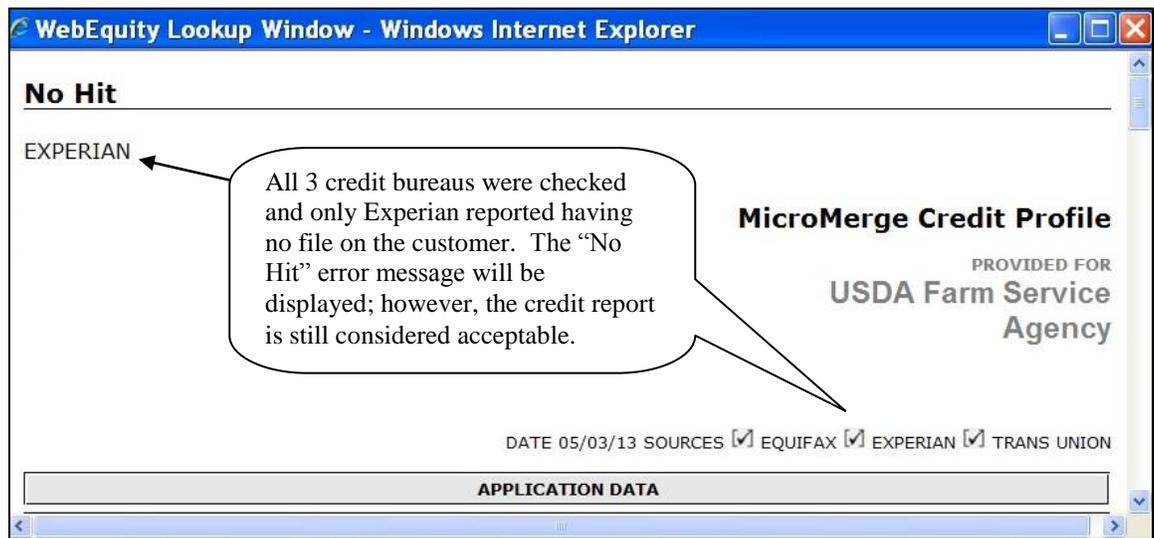


Figure 9g2

Farm Business Plan - FSA User Guide (Continued)

A Overview (Continued)

11 Credit Reports (Continued)

g Error Messages (Continued)

- \*--“Bureau Error” message will be displayed when the information submitted does not match information on file at the credit bureau. The report may still be considered an acceptable report if even 1 of the credit bureaus provides information and a new credit report does not need to be pulled. Information on the error is provided at the bottom of the report.

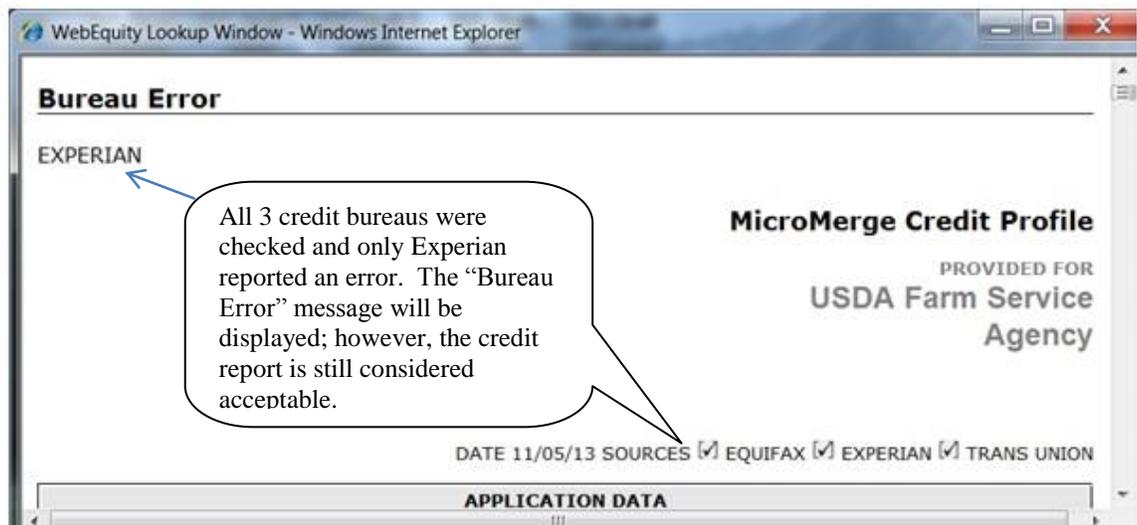


Figure 9g3--\*

## Farm Business Plan - FSA User Guide (Continued)

### C General Information (Continued)

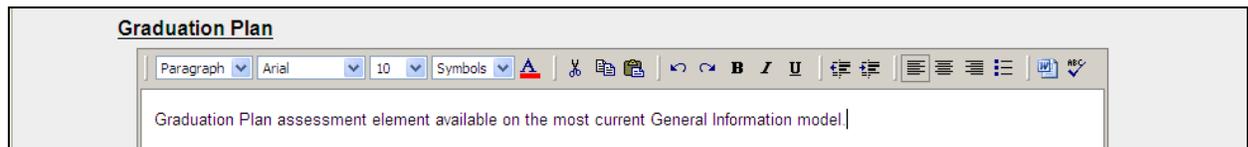
#### 5 Farm Assessment Information (Continued)

##### \*--c Copying Data Into WordPad

See **Copying Data Into WordPad** (Section J 3 b) for instructions on copying Word or Excel information into the Assessment WordPad.--\*

#### 6 Change General Information Model

When updating the assessment information on the General Information Screen, ensure that the most current General Information model is displayed. The most current model includes the Graduation Plan assessment element.



**Figure 12a, Graduation Plan Assessment Element**

New customers added to FBP will automatically have the most current General Information model displayed. Existing customers will need to have the General Information model changed if:

- a red alert “Default Model changed” is displayed in the upper-left corner of the General Information Screen; **or**
- assessment does not include the Graduation Plan assessment element.

Farm Business Plan - FSA User Guide (Continued)

C General Information (Continued)

6 Change \*\*\* General Information Model (Continued)

\*--

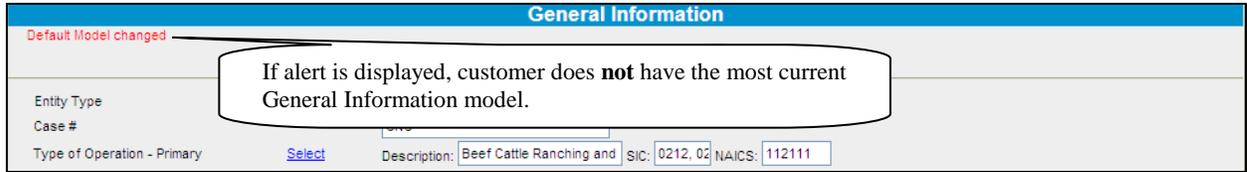


Figure 12b, Alert Message “Default Model changed”--\*

Change the General Information model on existing customers as follows:

- select the customer account record
- CLICK “General”
- CLICK “Related Entities” from drop-down menu
- from fly-out menu, CLICK “Add/Modify/Delete”

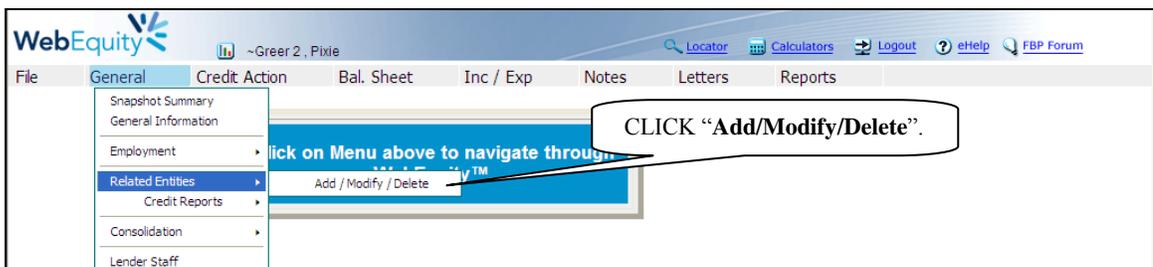


Figure 13a

- CLICK “General Information” for the applicable customer’s name

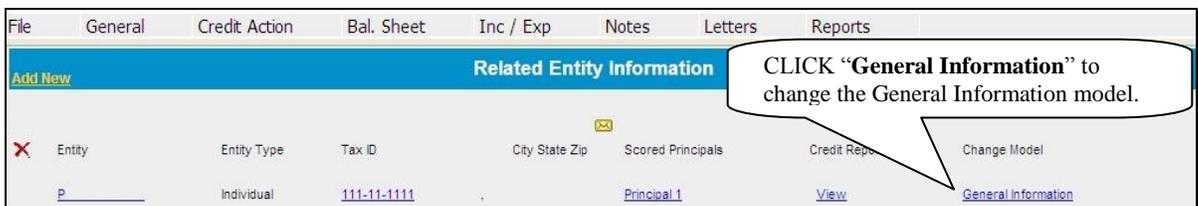


Figure 13b

- the “Change General Information Model” box will be displayed
- use the drop-down arrow and select “General Information”
- CLICK “Change”

Farm Business Plan - FSA User Guide (Continued)

F Income/Expense (Continued)

4 Income/Expense Trends - Entering Data (Continued)

\*--Before adding documentation to the footnotes, ensure that the correct income/expense record is selected by clicking the tab at the bottom of the screen.

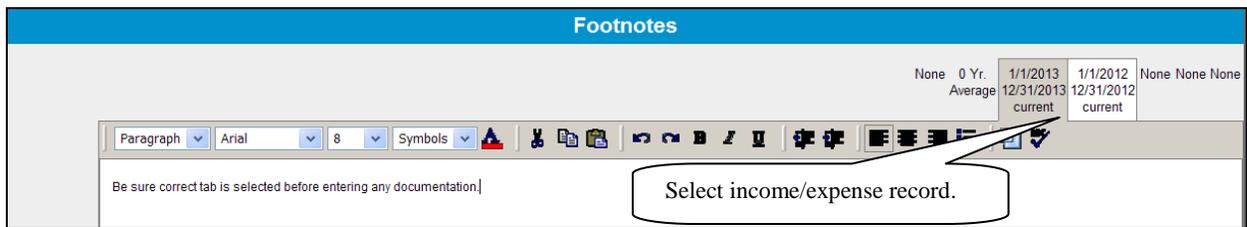


Figure 36b, Footnotes

**Notes:** When editing information in the schedule, if **all** line items are deleted, the value will not automatically be deleted from the Summary Screen. Access the Summary Screen to delete the value amount from the field.

For more complex operations requiring multiple schedule entries, it is recommended that the user select the single “Income/Expense Summary” option when entering the initial data. This will increase performance speed. See **Income/Expense Summary – Entering Data** (Section F 3).--\*

## **Farm Business Plan - FSA User Guide (Continued)**

### **F Income/Expense (Continued)**

#### **\*-5 Using Income/Expense Categories**

The income/expense categories have been standardized and are similar to the categories that most commercial lenders use and similar to Schedule F. However, for each income or expense grouping, other categories can be added to fit the needs of the operation by using the schedule under “Other Income” or “Other Expense”.

Income/expenses are categorized into the following 4 parts:

- Operating Income and Expenses
- Nonoperating Income and Expense (including owner withdrawals, income and Social Security taxes, nonfarm income, and expenses)
- Financing (including term and operating advances and operating principal repayments)
- Capital Sales, Expenditures, Contributions, and Withdrawals.

### **6 Reports**

See **Electronic File Maintenance, Reports, and Signatures** (Section B) for more information on what reports require signatures or need to be printed.

The following income/expense reports are available:

- Actual – Cash Flow
- Actual - Inc/Exp Schedules
- Cash Flow – Monthly Detail
- Enterprise Analysis
- Inc/Exp Common-Size
- Inc/Exp Comparative
- Inc/Exp Schedules
- Income Statement
- Monthly Cash Flow
- Production Trends
- Projected Annual Cash Flow
- Trends – Inc/Exp.

The following Analysis Reports about capacity are available:

- Ratios & Indicators
- Repayment Capacity/Sensitivity
- Statement of Cash Flows.--\*