FSA
HANDBOOK

Web-Based Farm Storage Facility Loan Program Functions

To access the transmittal page click on the short reference.

For State and County Offices

SHORT REFERENCE

2-FSFL

UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

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Farm Service Agency
Washington, DC 20250

Web-Based Farm Storage Facility Loan Program Functions 2-FSFL	**Amendment 2**

Approved by: Deputy Administrator, Farm Programs

Amendment Transmittal

A Reasons for Amendment

Subparagraph 3 A has been amended to reflect that offices shall obtain National Office concurrence before submitting a help desk ticket.

Subparagraph 301 A has been amended to note that the approval dates for partial and final loans must be the same date in DLS.

Subparagraph 400 B has been amended to provide an updated example of the Check Request Screen.

Subparagraph 400 C has been amended to include the statement that the remaining balance is displayed on the Check Request Screen.

Subparagraph 400 D has been added to provide guidance for certifying and signing payment requests in NPS.

Subparagraph 460 B has been amended to provide an updated example of the Select Facility Loan to Service Screen.

Subparagraph 462 B has been amended to provide an updated example of the Payment Screen.

Subparagraph 462 C has been amended to:

- provide instructions when selecting the remitter from SCIMS
- add cash and remove treasury offset payment as an eligible type of remittance.

Subparagraph 462 E has been removed and the information was moved to subparagraph 400 E.

Paragraph 463 has been added to provide guidance for determining amounts due based on a future date.

A Reasons for Amendment (Continued)

Paragraph 502 has been added to provide instructions on handing corrections in DLS and NRRS.

Paragraph 554 has been added to provide instructions for writing off small balances.

Page Control Chart		
TC	**Text**	**Exhibit**
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Part 1 General Information

1 Handbook Coverage

A Purpose

This handbook contains step-by-step instructions for using the web-based DLS software to administer the FSFL program.

B Authority and Responsibilities

PECD has the authority and responsibility for the instructions in this handbook. PSD has the authority and responsibility for policy in 1-FSFL.

C Related FSA Handbooks

The following FSA handbooks concern FSFL.

IF the area of concern is about…	THEN see…
actively engaged determinations	4-PL.
Appeals	1-APP.
approved abbreviations, signatures, and authorizations	1-CM.
audits and investigations	9-AO.
disbursing lien search and UCC-1 recording fees	1-FI.
document retention period	25-AS.
environmental quality	1-EQ and 2-EQ.
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2 Responsibilities

A Background

The responsibilities described in this paragraph are in addition to the responsibilities in 1-FSFL.

B Office Responsibilities

The following table describes the responsibilities of each office for FSFL activity.

Office	Responsibilities
PSD	Implement web-based processes to support FSFL functions in State and County Offices. Provide procedural assistance to State Offices on data entry requirements and software operations.
State Offices	Provide application training to County Offices. Provide procedural assistance to County Offices on data entry requirements and software operations.
KC-ITSD and KCCO	Provide technical assistance to State and County Offices on nonprogram-related problems.

3 DLS Background and Functionality

A Background

DLS:

- is an Intranet-based web application that is part of FLPIDS
- is used to record, track, monitor, and process various account actions related to making and managing FLP loans and FSFL's
- uses eAuthentication in the same manner that State, County, and National Offices use today for other web-based programs
- operates through a Kansas City-based central web site
- is available 24 hours a day, 7 days a week, **except** during routine backup and maintenance periods.

Note: The National Help Desk is only available at 800-255-2434 or 816-926-1552 during ***--**regular business hours, and may **only** be contacted after National Office concurrence**--***.

B Functionality

Follow the instructions in this handbook when using DLS to accomplish automated functions for the following FSFL activities:

- loan making
- routine servicing
- special servicing
- reports.

4-19 (Reserved)

Part 2 Web-Based FSFL

20 DLS Definitions and Security Roles

A Basic Information

All FSFL functions:

- are within the web-based DLS currently used to process FLP applications
- can only be updated by FSA employees with Level II eAuthentication access "FSFL" role
- are no longer processed using the System 36/APSS.

B Definitions

In this part:

- borrower means a single borrower or a borrower who has a co-borrower/co-signer/ guarantor

  Note: Borrower also means the applicant before a loan is approved.

- DLS means the web-based Direct Loan System
- FBP contains the credit analysis for the applicant/borrower
- FLP employees mean State and County Office employees who administer FLP's
- FP employees mean State and County Office employees who administer FP's, such as Price Support, Conservation, and Disaster
- loans mean FSFL's only
- users mean FSA employees with Level II eAuthentication access to DLS, **except** where specifically noted.

20 DLS Definitions and Security Roles (Continued)

C Security Roles

The following are security roles:

- FP employees with authorized access in DLS for FSFL applications will be able to fully administer FSFL's within their State

- FLP employees will continue to have the roles for FLP loans as granted by the security officer

  Note: An additional "FSFL" role will be added for authorized FLP employees.

- FP employees with FLP loan approval authority will have access for FLP loans as outlined in FSA-13-A

- for FP and FLP employees, who need access to FSFL and have not already been granted access, will need to submit FSA-13-A. Contact the security officer for guidance.

21 Accessing DLS

A Farm Loan Program Systems

Access the Farm Loan Programs System from the FSA Intranet Application Page at **http://fsaintranet.sc.egov.usda.gov/fsa/applications.asp**.

Note: Internet Explorer shall be used when accessing DLS.

B Example of Farm Loan Programs Systems Screen

Following is an example of the Farm Loan Programs Systems Screen.

21 Accessing DLS (Continued)

C Action

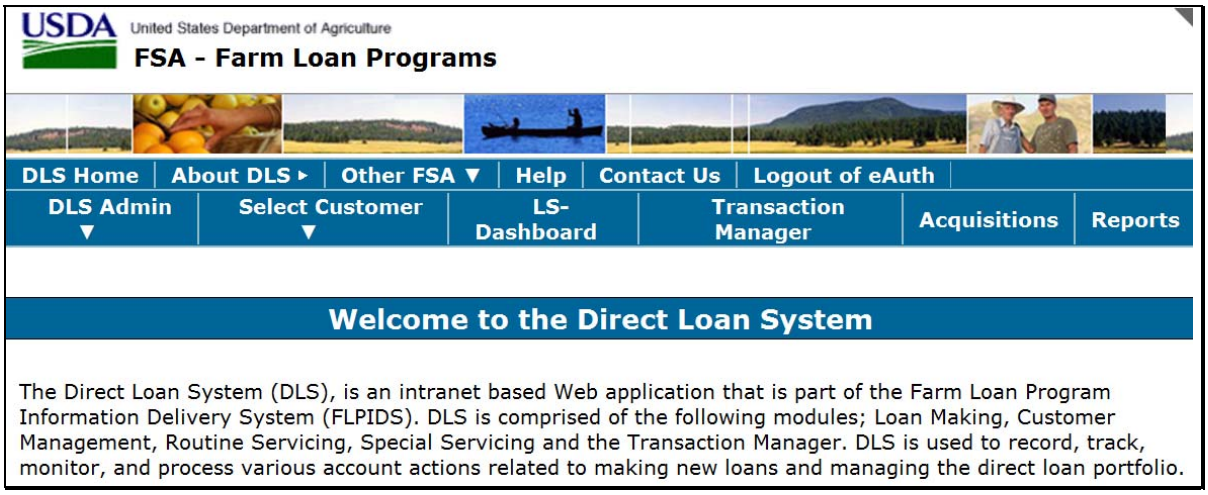
From the FSA Intranet Application Page:

- CLICK "**D-F**"
- CLICK "**Farm Loan Programs System**"
- CLICK "**Logon**" to display the eAuthentication Login Screen
- enter user ID and password or login using LincPass
- CLICK "**Login**" to display the Farm Loan Programs Systems Main Menu
- CLICK "**Direct Loan System**" under "Applications".

D Example of Welcome to the Direct Loan System Screen

Following is an example of the Welcome to the Direct Loan System Screen.

Note: The Welcome to the Direct Loan System Screen will be referenced as the DLS Home Page.



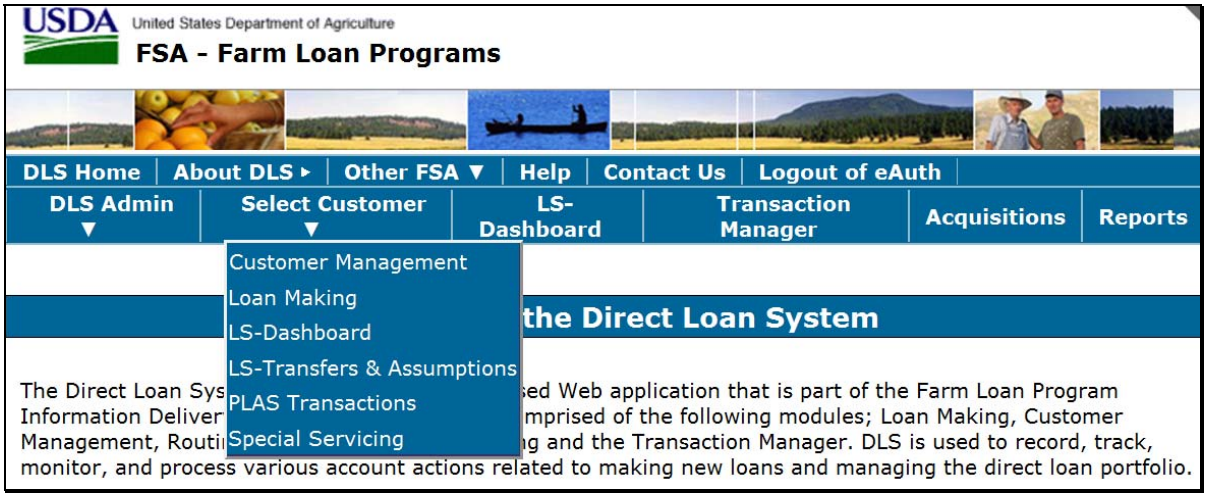
22 Selecting Borrowers

A Overview

Before any FSFL process can be initiated, the borrower must first be selected from the DLS Home Page.

B Example of "Select Customer" Options

Following is an example of the "Select Customer" options.



C Action

From the DLS Home Page:

- CLICK "**Select Customer**"
- CLICK "**Loan Making**"
- select the borrower from the SCIMS Search Page
- the customer profile will be displayed with the SCIMS and State/County information.

Note: The "**Loan Making**" option is the starting point for **all** FSFL functions, including loan servicing.

23 Customer Profile

A Overview

A customer profile:

- contains a summary of account information for FLP loans and FSFL's

  Note: All applicants must have a customer profile established before a loan can be processed.

- will be established during the loan making process if one does not already exist.

Note: This will always be the first step in accessing a customer in "Loan Making". The user will select the customer by clicking "Select Customer", then "Loan Making" on the top navigational bar on the Direct Loan Making Main Screen. Upon selecting a customer, the system will automatically link the user to the SCIMS Customer Selection Screen.

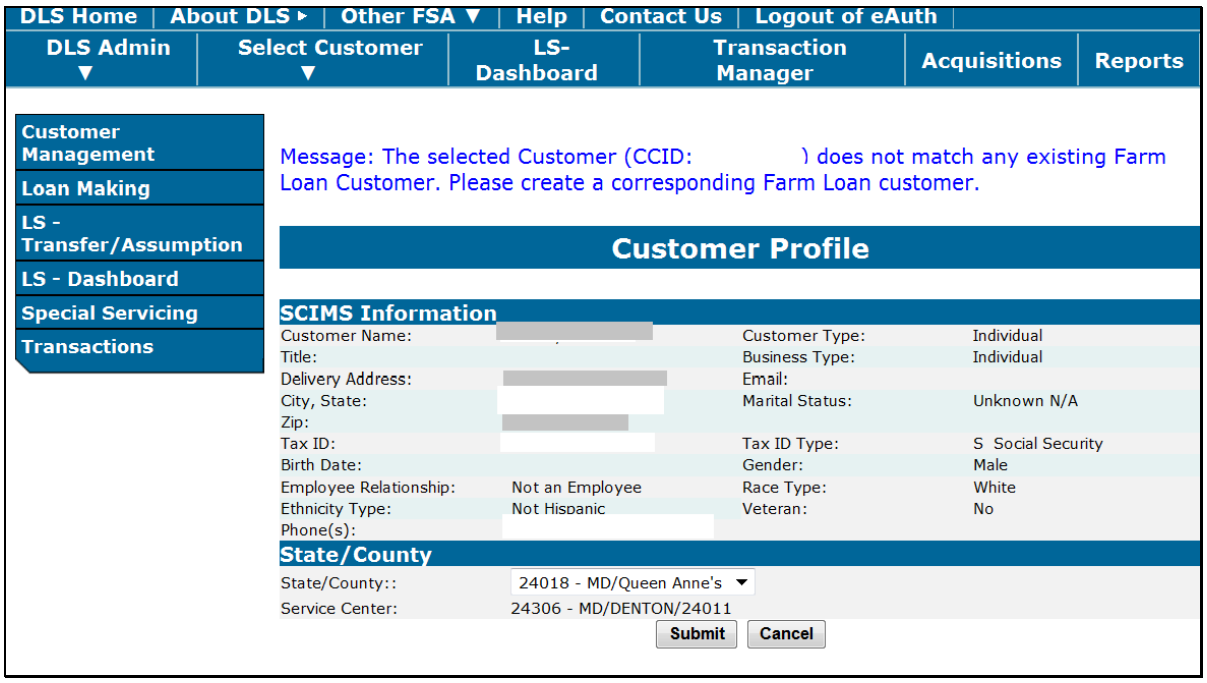
If the applicant:

- is new to DLS, the user will be prompted to establish a 1-time customer profile by clicking "**Submit**"

- already exists in DLS, the Process Application Screen will be displayed.

B Example of Customer Profile Screen for a New Applicant in DLS

Following is an example of the Customer Profile Screen for a new applicant in DLS.



23 Customer Profile (Continued)

C Example of Process Application Screen

The Process Application Screen is the first screen displayed after a borrower is selected from SCIMS and a customer profile is created, if applicable.

Following is an example of the Process Application Screen, which will be displayed for all existing borrowers in DLS.

Process Application

The first time a new application is entered, select "Add Package".

Add Package

Action: Select an Action Go

S.No	Date Received	Request Type	Type of Assistance / Loan #	Amount	Status	Status Date
1	05-30-2014	11 - FS	900 / 2014/00006	50,000.00	Obligated	07-13-2014
2	05-12-2014	11 - FS	901 / 2014/00002(P)	75,000.00	Check Processed	07-07-2014
		11 - FS	901 / 2014/00003	75,000.00	Closed	07-07-2014
3	09-11-2013	11 - FS	900 / 2014/00001	50,000.00	Withdrawn	05-19-2014
4	05-20-2011	11 - FS	900 / 2011/00001	87,201.51	Closed	11-15-2011

24-30 (Reserved)

Part 3 Loan Making

Section 1 Creating Applications

31 Adding Loan Package for New Applications

A Overview

A loan package contains either of the following:

- final loan
- partial and final loan.

When an applicant requests a partial and final loan at loan application time, the partial loan application is entered first followed by the final loan application.

B Action

Select a borrower according to paragraph 22. From the Process Application Screen:

- CLICK "**Add Package**"
- scroll to the bottom of the Customer Profile Screen
- CLICK "**Cont to Loan Req**".

31 Adding Loan Package for New Applications (Continued)

C Example of Bottom Half of Customer Profile Screen

Following is an example of the bottom half of the Customer Profile Screen.

Outstanding Debt - Farm Storage Facility

Loan Number	Original Closing Date	Loan Amount	Loan Term	Unpaid Principal Amount	Customer Type	Interest Rate
State County Code	Date of Last Payment	Annual Installment Payment	Current Total Status	Unpaid Interest Amount	Related Entity	Loan Status
2014/00001	15-11-2011	$87,201.51	7	$63,647.43	B	2.250%
24021	13-11-2013	$13,603.46	$1.82	$11.77	PR	ACT

Past Debt Information - Direct

Fund Code - Loan No - Loan Type	Original (Restructured) Closing Date	Paid Status	Class of WriteOff	New Loan #
	Original (Restructured) Loan Amt	Date Paid in Full		

No Information Available

Past Debt Information - Guaranteed

Loan # - Loan Type	Original Closing Date	Terminating Reason	Customer Type	Primary Borr Id
	Current Loan Amount	Settlement/Terminated Date		Primary Borr Name

No Information Available

Past Debt Information - Farm Storage Facility

Loan Number	Original Closing Date	Original Loan Amount	Paid Status
State County Code			Date Paid in Full

No Information Available

Previous Debt Forgiveness - Direct

Fund Code - Loan No - Loan Type	Settlement Date	Settlement Amount	Amount Repaid	Customer Type	Primary Borr Id
	Settlement Type		Date of Last Collection		Primary Borr Name

No Information Available

Previous Debt Forgiveness - Guaranteed

Loan # - Loan Type	Current Loan Amount	Loss Type	Customer Type	Primary Borr Id
	Net Loss Amount	Loss Date		Primary Borr Name

No Information Available

Borrower Training Information **Training History**

No Information Available

Account Flag Information

Flag Type	Flag Description Type	Flag Date

No Information Available

Submit | Cont to Loan Req | Reset | Cancel

32 Add Application Package and Loan Request

A Overview

"Loan Making" is divided into the following 4 screens:

- Loan Info
- Facility
- Farm Production
- Disposition, which is available only after a loan application has been submitted.

Users can move between the screens to enter information by clicking either of the following:

- the applicable tab
- "**Next**" at the bottom of the screen.

Notes: If a field is required on the specific screen as indicated by an asterisk, users must enter the required information before moving to another screen.

Use tabs only after an application is created. Using tabs during the creation of the loan may not always save information entered.

Applicants have the option at loan application time to request either of the following:

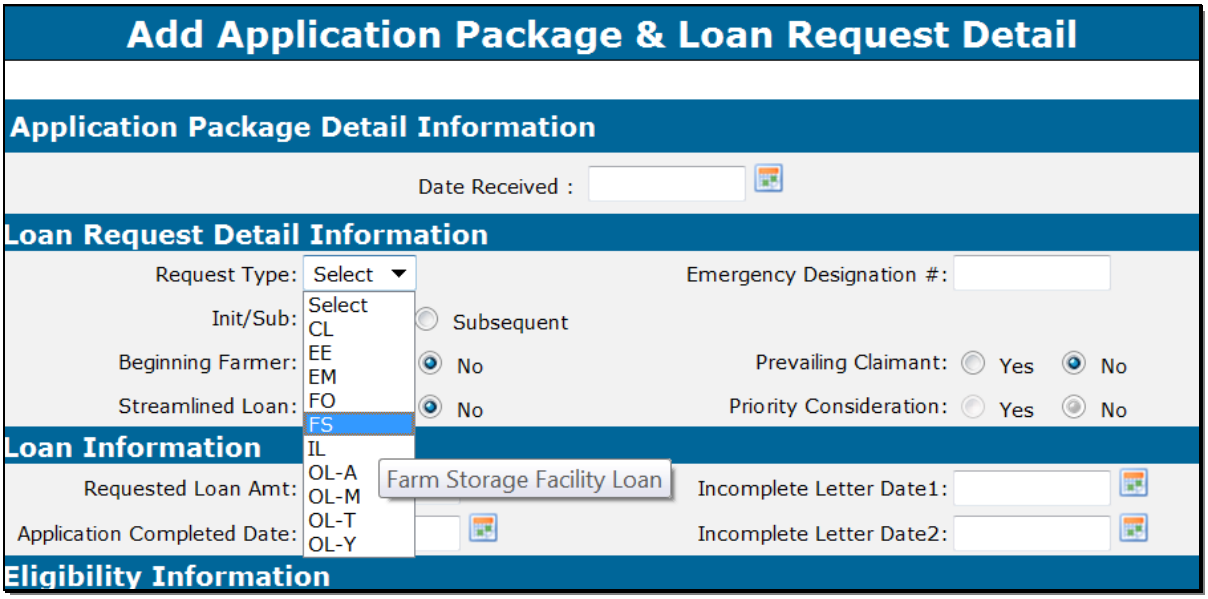
- a partial and final loan
- only a final loan.

Important: For applicants requesting a partial and final loan, users **must** enter the partial loan application **before** entering the final loan application as DLS will populate information entered in the partial loan to the final loan. Failure to do so will force the user to enter the same information twice.

32 Add Application Package and Loan Request (Continued)

B Example of Add Application Package & Loan Request Detail Screen

Following is an example of the Add Application Package & Loan Request Detail Screen.



C Action

From the Add Application Package & Loan Request Detail Screen, CLICK "**FS**" from the "Request Type" drop-down list. The Loan Info Screen will be displayed.

Note: The "Date Received" field can be left blank and will automatically populate after "FS" is selected. If the application received date is earlier than the system date, the user can change it on the Loan Info Screen.

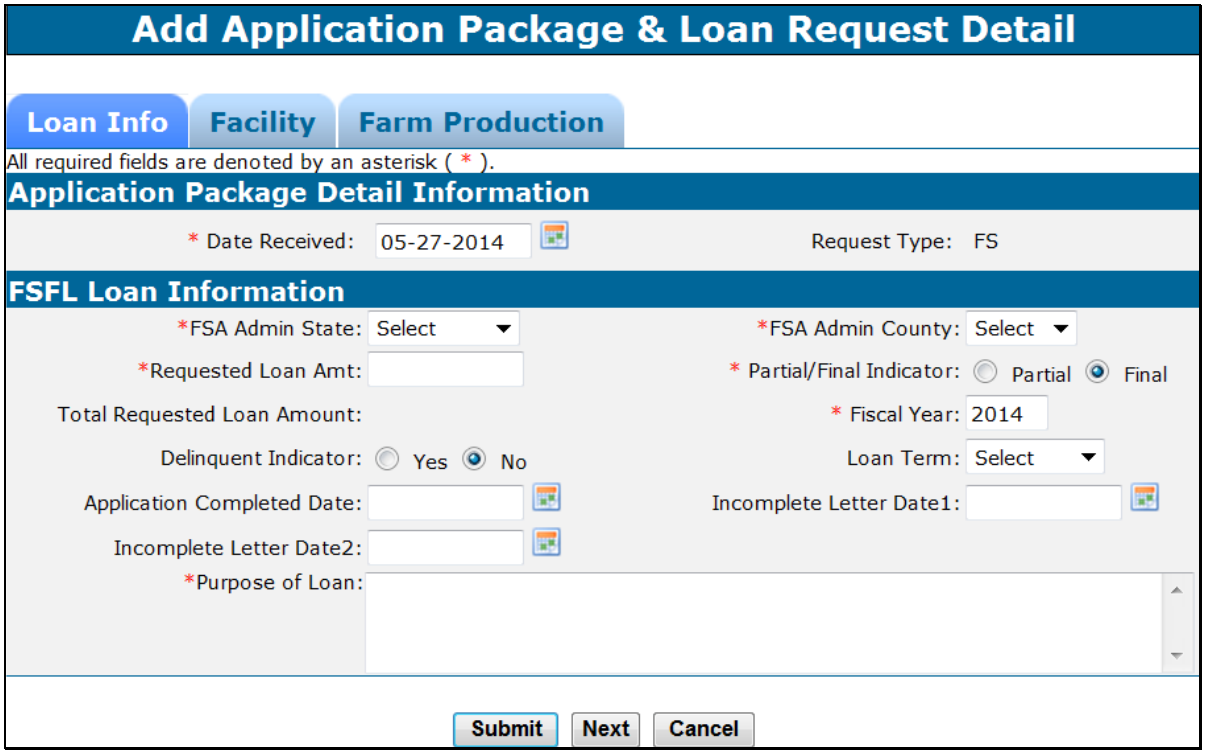
33 Loan Information

A Overview

The Loan Info Screen contains general information about the loan.

B Example of Loan Info Screen

Following is an example of the Loan Info Screen after “FS” is selected.



33 Loan Information (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Loan Info Screen.

Field/Button	Description	Action
Application Package Detail Information		
Date Received	It is the date the signed CCC-185 is received in the County Office.	The current date is automatically populated once "FS" is requested for the "Request Type"; however, users can change to an earlier date when the application was not entered in DLS on the same day it was received in the County Office. **Note:** A warning message will be displayed if the date entered is greater than 7 calendar days before the system date.
Request Type	"FS" means "Farm Storage".	"FS" will be displayed.
FSFL Loan Information		
FSA Admin State	The office location where the applicant's loan will be serviced.	Using the drop-down list, select the applicable State.
FSA Admin County		Using the drop-down list, select the applicable county.
Requested Loan Amt	The requested amount of the loan.	Enter the requested loan amount. If the loan being entered is for the partial loan, enter the amount of the partial loan that can be up to 50 percent of the total requested loan amount.
Partial/Final Indicator	Identifies whether the loan is for a partial or final loan. The system defaults to "Final".	Select "**Partial**" or "**Final**".

33 Loan Information (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
FSFL Loan Information (Continued)		
Total Requested Loan Amount	The total amount for both partial and final loans, as applicable.	Enter the total amount for both partial and final loans. **Note:** If "Final" is selected, this field is grayed out.
Fiscal Year	The year in which the loan will be approved. For loans requested in August or September, users will have the option to select the future FY if it is known that the loan will **not** be approved in the current FY.	Field is defaulted to the current FY and cannot be changed unless the loan is requested in August or September.
Delinquent Indicator	Identifies if an applicant is delinquent according to DCIA rules.	Field is defaulted to "**No**". Select "**Yes**" only if the applicant is delinquent.
Loan Term	The term of the loan.	Select "7", "10", or "12" from the drop-down list according to 1-FSFL, paragraph 23.
Application Completed Date	The date all information has been submitted by the applicant. Leave blank if all information has not been submitted at the time of request. **Note:** Initially leave this field blank when doing a partial or final loan. While the loan is in "Received" status, changes made to the partial loan will populate to the final loan. Once the partial loan is in "Completed" status, any updates to the partial loan will **not** populate to the final loan.	Enter the date by doing either of the following: • entering the date in the "mm/dd/yyyy" format • clicking the calendar icon. **Note:** Users cannot delete the "Application Complete Date" after clicking "Submit".

33 Loan Information (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
FSFL Loan Information (Continued)		
Incomplete Letter Date1	The date the first letter was mailed to the applicant requesting additional information.	Enter the date by doing either of the following: • entering the date in the "mm/dd/yyyy" format • clicking the calendar icon. **Note:** Users cannot delete the "Application Complete Date" after clicking "Submit".
Incomplete Letter Date2	The date the second letter was mailed to the applicant requesting additional information.	
Purpose of Loan	A free-form field to enter the reason for requesting the loan.	Enter the purpose for the loan.

CLICK:

- "**Submit**" to submit the application for review
- "**Next**" to proceed to the Facility Screen
- "**Cancel**" to cancel the application process.

Note: Do **not** click "Submit" until **after** users have entered both the facility and farm production information. If the user clicks "Submit" before completing the loan application, the user will need to re-access the loan to complete the application according to paragraph 101 using the "Update Loan Request" option.

34 Facility Information

A Overview

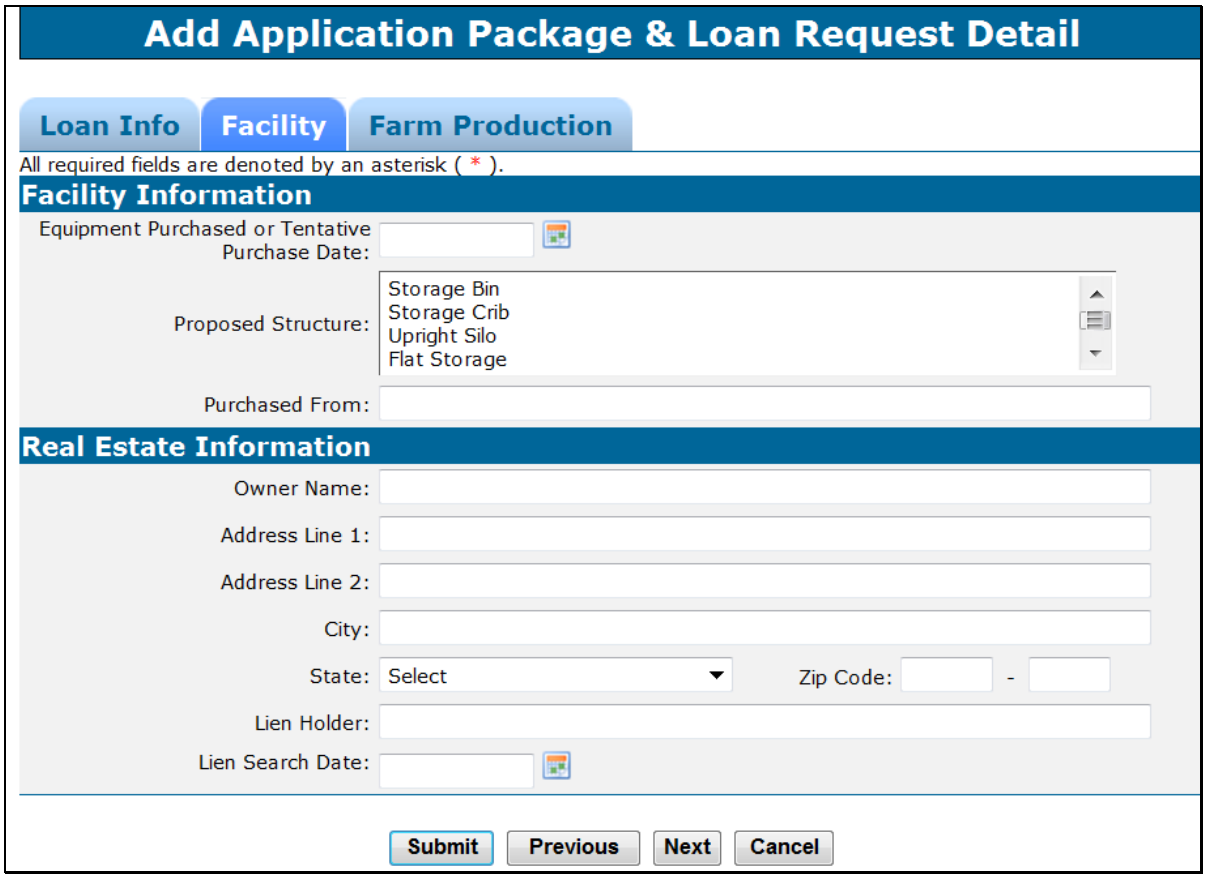
The Facility Screen contains information about the facility and is divided into the following 2 sections:

- Facility Information
- Real Estate Information.

34 Facility Information (Continued)

B Example of Facility Screen

Following is an example of the Facility Screen.



C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Facility Screen.

Field/Button	Description	Action
Facility Information		
Equipment Purchased or Tentative Purchase Date	It is the date the equipment was purchased or a future date if equipment has not been purchased. Enter the earliest date for multiple dates.	Enter the date by doing either of the following: • entering the date in the "mm/dd/yyyy" format • clicking the calendar icon.

34 Facility Information (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Facility Information (Continued)		
Proposed Structure	Identifies the proposed structures and applicable components.	Using the drop-down list, select the structure or structures. Hold the "**Ctrl**" key when clicking multiple structures or components.
Purchased From	A free-form field to enter from whom the equipment was purchased.	Enter the name of who the equipment was purchased.
Real Estate Information		
Owner Name Address Line 1 Address Line 2 City State Zip Code	A free-form field to enter the name and address of the owner of the real estate. If no physical address exits, enter the legal description of the structure in the "Address Line 1" field.	Enter the name and address of the person or persons who own the real estate.
Lien Holder	A free-form field to enter the lien holder.	Enter the name of the lien holder.
Lien Search Date	The date of the initial lien search.	Enter the date by doing either of the following: • entering the date in the "mm/dd/yyyy" format • clicking the calendar icon.

CLICK:

- "**Submit**" to submit the application for review
- "**Previous**" to return to the Loan Info Screen
- "**Next**" to proceed to the Farm Production Screen
- "**Cancel**" to cancel the application process.

Note: Do **not** click "Submit" until **after** users have entered both the facility and farm production information. If the user clicks "Submit" before completing the loan application, the user will need to re-access the loan according to paragraph 101 using the "Update Loan Request" option.

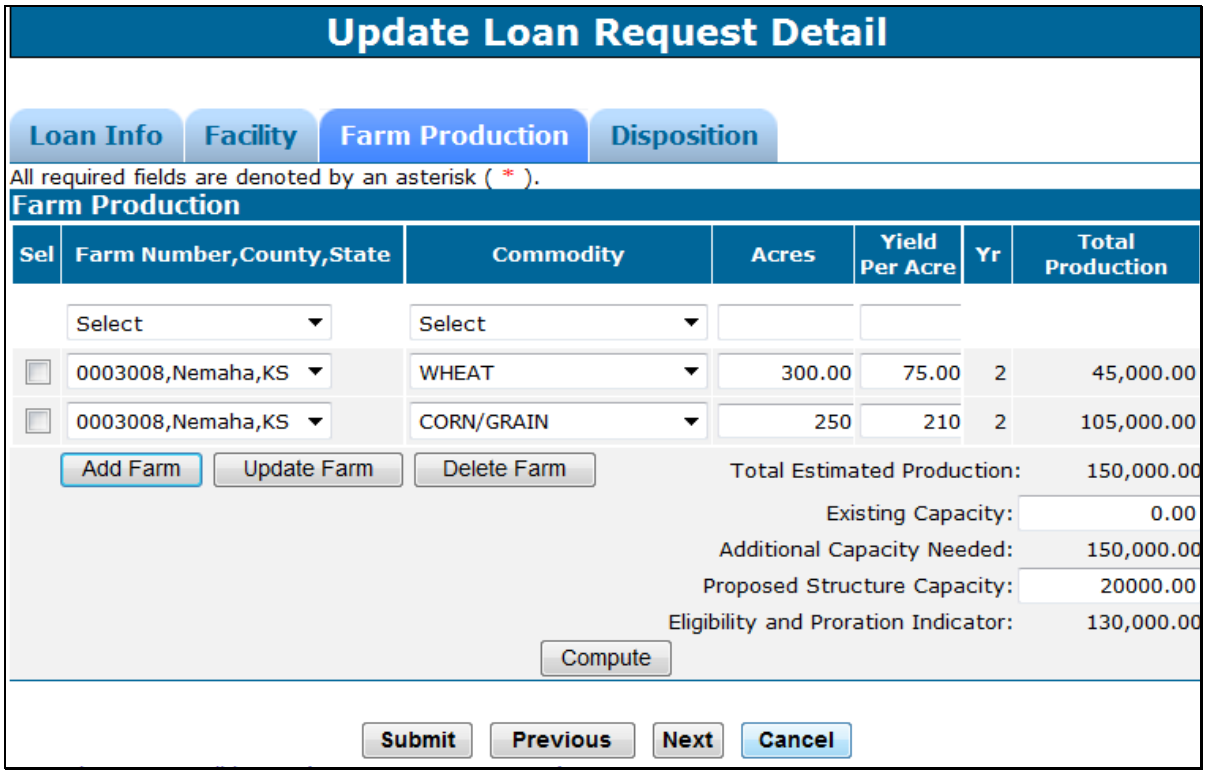
35 Farm Production Information

A Overview

The Farm Production Screen contains information about the farm production used to calculate additional storage needs.

B Example of Farm Production Screen

Following is an example of the Farm Production Screen.



35 Farm Production Information (Continued)

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Farm Production Screen.

Field/Button	Description	Action
Facility Production		
Farm Number, County, State	DLS retrieves the farm numbers on record for the applicant from the Web Farm. Co-applicant farms will **not** be populated. If production is to be added for co-applicants, select "ALL" to enter applicable production.	Using the drop-down list, select the applicable farm number. Users have the option to select "**ALL**" to combine all acres/production for all farms for a single commodity.
Commodity	Lists all eligible commodities. This list does **not** validate against selected storage structure.	Using the drop-down list, select the commodity.
Acres	The average acres of the commodity.	Enter the 3-year average acres for the specific commodity.
Yield Per Acre	The COC-established yield for the commodity.	Enter the commodity yield, as applicable. After the yield has been entered, CLICK "**Add Farm**".

35 Farm Production Information (Continued)

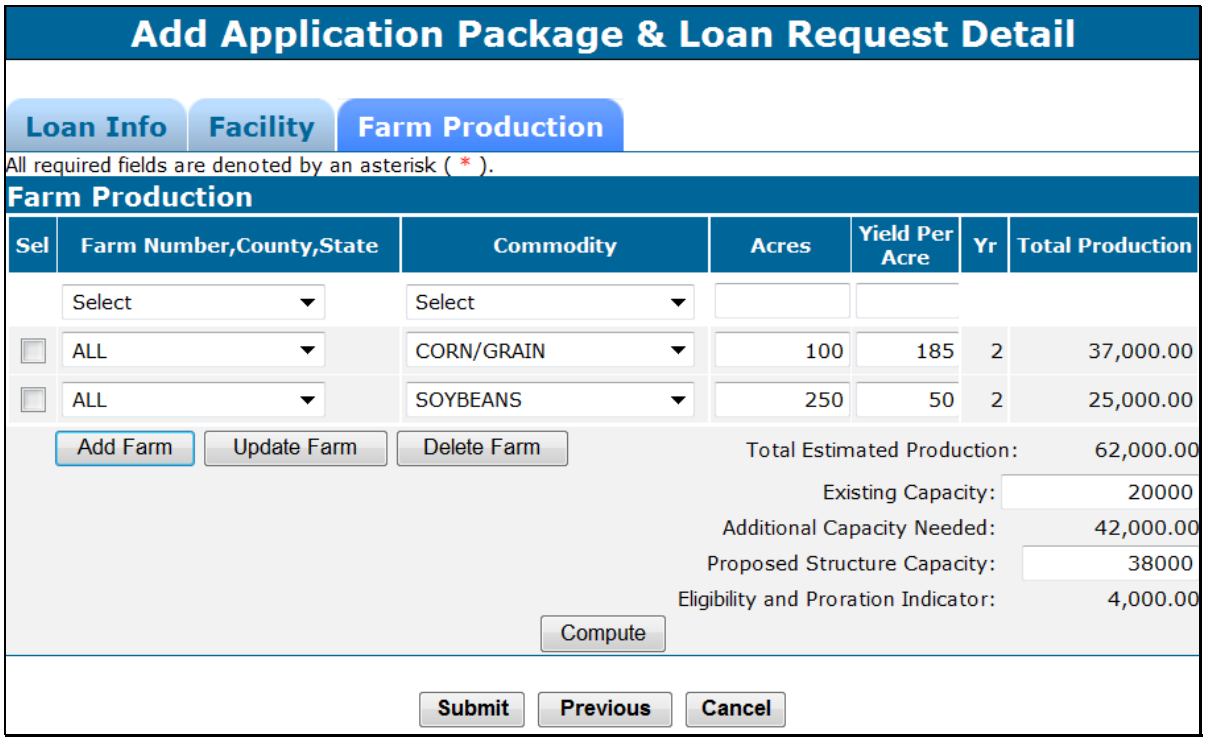
C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Total Production	A calculated field based on the average acres times the yield times applicable years of storage needs. For grains and hay, the total production is multiplied by 2. For cold storage, the total production is multiplied by 1.	
Total Estimated Production	The sum of all production entered.	
Note: Repeat the process for additional farms and commodities.		
Existing Capacity	The applicant's existing storage capacity.	Enter the existing storage capacity.
Additional Capacity Needed	A calculated field that subtracts the existing capacity from the total estimated production.	
Proposed Structure Capacity	The proposed structure capacity requested on the loan.	Enter the proposed capacity, then CLICK "**Compute**". For hay storage, enter the tons calculated from the worksheet in 1-FSFL, Exhibit 6, subparagraph A, line item 5.
Eligibility and Proration Indicator	A calculated field that subtracts the proposed structure capacity from the additional capacity needed.	A positive number indicates the applicant is eligible based on storage needs. A negative number indicates that the applicant does **not** meet the additional storage needs; however, a negative value is acceptable for loans with handling only.

35 Farm Production Information (Continued)

D Example of Completed Farm Production Screen

Following is an example of a successfully completed Farm Production Screen.



E Editing the Farm Production Screen

To make edits to a line item after it is initially entered:

- click the "**Sel**" radio button of the line item to edit
- make applicable edits
- CLICK "**Update Farm**".

To delete a line item currently displayed:

- click the "**Sel**" radio button of the line item to delete
- CLICK "**Delete Farm**".

35 Farm Production Information (Continued)

E Editing the Farm Production Screen (Continued)

After all farm production has been successfully entered, CLICK:

- "**Submit**" to submit the application for review
- "**Previous**" to return to the Facility Screen
- "**Next**" to proceed to the Loan Info Screen
- "**Cancel**" to cancel the application process.

Note: Do **not** click "Submit" until **after** users have entered both the facility and farm production information. If the user clicks "Submit" before completing the loan application, the user will need to re-access the loan according to paragraph 101 using the "Update Loan Request" option.

36 Creating a Partial and Final Loan

A Overview

Applicants who requested a partial and final loan will have 2 loans in 1 loan package. The partial loan is always entered first, followed by the final loan.

Initial information entered in the partial loan will automatically populate to the final loan.

Important: Any information entered in the partial loan after it is in "Complete" status will **not** populate to the final loan. Users will have to enter information in both partial and final loans.

B Action

Select a borrower according to paragraph 22. From the Process Application Screen:

- CLICK "**Add Package**"
- scroll to the bottom of the Customer Profile Screen
- CLICK "**Cont to Loan Req**"
- using the "Request Type" drop-down list, CLICK "**FS**".

36 Creating a Partial and Final Loan (Continued)

B Action (Continued)

On the Loan Info Screen:

- using the drop-down lists, select the State and county
- enter up to 50 percent of the total loan amount for both structures in the "Requested Loan Amt" field
- select "**Partial**"
- enter 100 percent of the loan amount in the "Total Requested Loan Amount" field
- review and edit the delinquent indicator, as necessary
- using the drop-down list, select the loan term
- enter the "Application Completed Date" **only** if the application is complete at time of request

  Note: Users cannot delete the "Application Completed Date" after clicking "Submit".

- enter all types of structures in the "Purpose of Loan" field
- CLICK "**Next**".

On the Facility Screen:

- enter all information according to paragraph 34
- CLICK "**Next**".

On the Farm Production Screen:

- enter the production according to paragraph 35
- CLICK "**Submit**".

36 Creating a Partial and Final Loan (Continued)

B Action (Continued)

After the user clicks “Submit”, the Process Application Screen will be displayed and the radio button is selected for the “Request Type” for the partial loan just entered.

From the Process Application Screen:

- using the drop-down list, select “**Add Loan Request**”
- CLICK “**Go**” to display the Add Application Package & Loan Request Detail Screen
- on the Loan Info Screen, enter the remaining balance of the “Total Requested Loan Amount” for the final loan
- CLICK “**Submit**”.

Note: The final loan application is created.

37 Creating a Loan Application When Grain and Hay Are Combined on 1 Loan

A Overview

FSFL procedure allows an applicant to combine a loan request for both grain and hay structures under 1 loan.

Users will:

- only enter the farm production to determine storage needs for the grain structure
- attach a completed hay worksheet to CCC-185 according to 1-FSFL, Exhibit 6.

38-99 (Reserved)

Section 2 Updating Applications

100 Modifying Applications

A Overview

After a loan package has been created, the following options are available:

- Add Loan Request
- Update Loan Request
- View Loan Request
- Withdraw Loan Request
- Delete Loan Request
- Link Related Entity
- View Related Entity
- Update Related Entity
- Unlink Related Entity.

Note: Only use "Add Loan Request" to add a final loan to a created partial loan request.

B Statuses

The following table describes the statuses of a loan.

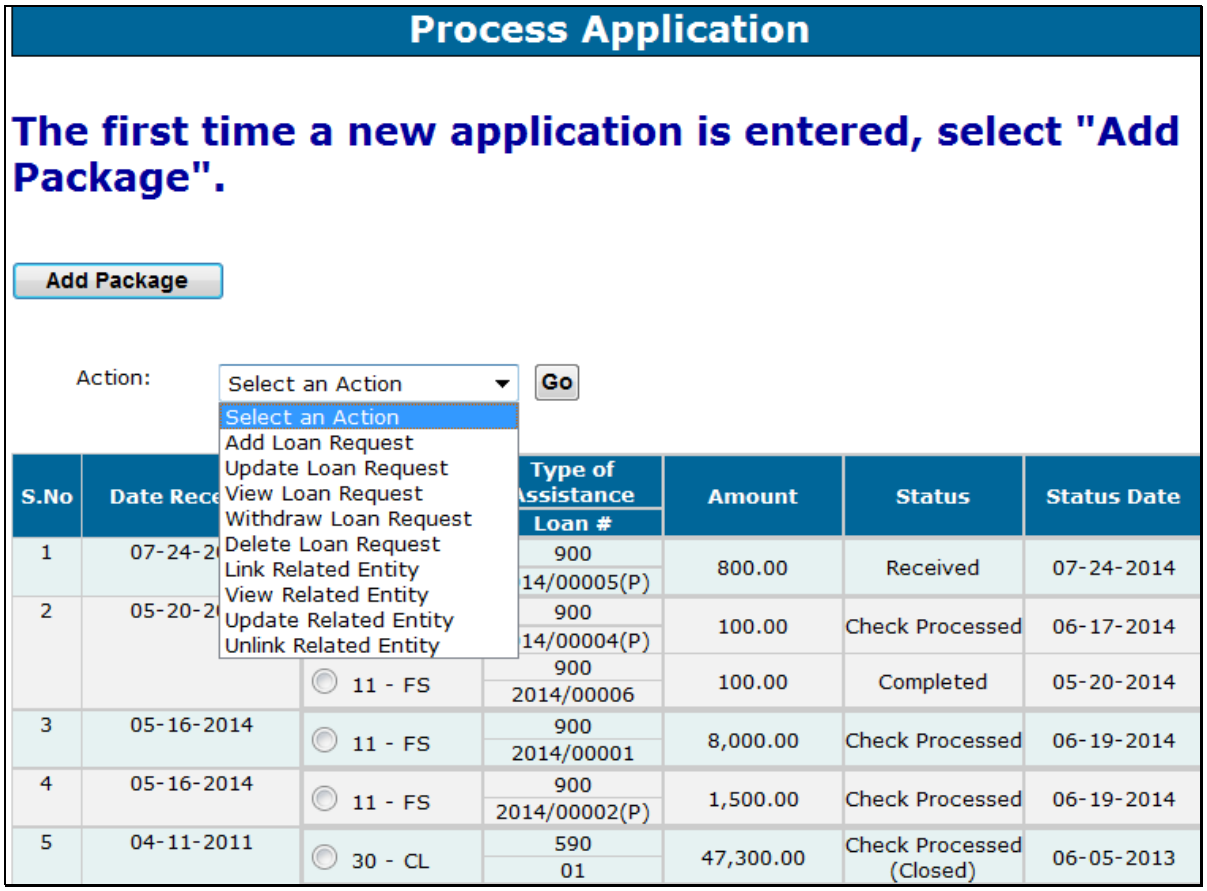
Status	Descriptions
Appeal	Application is in appeal.
Approved	Application has been approved by COC or STC.
Check Request	Checks have been requested from Treasury.
Closed	Loan has closed and loan servicing actions can be processed.
Completed	Application has all information submitted and is ready to be approved or disapproved.
Disapproved	Application has been disapproved by COC or STC.
Obligated	Funds have been received from Treasury.
Obligation Pending	Approved loan is awaiting funds from Treasury. Loan is locked for editing.
Received	Application has been submitted but is not complete.
Rejected	Application has been rejected.
Settled	Loan has been paid in full or has been liquidated.
Withdrawn	Application has been withdrawn by the producer.

Note: Deleted applications or loans will never be displayed on the Process Application Screen.

100 Modifying Applications (Continued)

C Example of Actions After Loan Package Has Been Created

Following is an example of the actions available after a loan package has been created.



101 Update Loan Request

A Overview

Modifications can be made to a loan application up until the loan is in “Obligation Pending” status.

Note: The loan is locked for editing while in “Obligation Pending” status. Once the status is “Obligated”, the loan can be modified.

B Action

From the Process Application Screen:

- click the radio button of the loan to update
- click the “Action” drop-down list to display available options
- CLICK “**Update Loan Request**”
- CLICK “**Go**” to display the Update Loan Request Screen.

The Add Application Package & Loan Request Detail Screen will be displayed.

Edit the loan, as applicable, by clicking between tabs or by clicking “Next”. After edits have been entered, CLICK “**Submit**”. If the user does **not** want to save edits, CLICK “**Cancel**”.

102 View Loan Request

A Overview

This function allows the user to view the loan request details.

102 View Loan Request (Continued)

B Example of View Loan Request Screen

Following is an example of the View Loan Request Screen.

FSFL Loan Information

FSA Admin State:	New York	**FSA Admin County:**	Broome
Requested Loan Amt:	$44,900.00	**Partial/Final Indicator:**	Final
Total Requested Loan Amount:	$0.00	**Fiscal Year:**	2008
Delinquent Indicator:	No	**Loan Term:**	7 years
Application Completed Date:	08/11/2008	**Incomplete Letter Date1:**	
Incomplete Letter Date2:		**Equipment Purchased or Tentative Purchase Date:**	05/05/2008
Proposed Structure:	Storage Bin		
Purpose of Loan:	PURCHASE, CONSTRUCT, ERECT AND INSTALL 2 STORAGE BINS. BIN 1 - STORAGE CAPACITY OF 5124 BUSHELS BIN 2 - STORAGE CAPACITY OF 3764 BUSHELS		
Purchased From:	SHANKS AG SERVICE INC.		
Lien Holder:			

Real Estate Information

Owner Name:			
Address Line 1:			
Address Line 2:			
City:			
State:		**Zip Code:**	0

Farm Production

Farm Number,County,State	Commodity	Acres	Yield Per Acre	Yr	Total Production
0000775, Cortland, NY	CORN/GRAIN	10.00	135.00	2	2,700.00
0000775, Cortland, NY	OATS	12.50	40.00	2	1,000.00
0000871, Broome, NY	CORN/GRAIN	44.70	135.00	2	12,069.00
0000871, Broome, NY	OATS	15.60	40.00	2	1,248.00
0000871, Broome, NY	SOYBEANS	32.40	45.00	2	2,916.00
				Total Estimated Production:	19,933.00
				Existing Capacity:	10,002.59
				Additional Capacity Needed:	9,930.41
				Proposed Structure Capacity:	8,888.00
				Eligibility and Proration Indicator:	1,042.41

Eligibility Information

Elig Decision Date:	08/11/2008	**Elig Decision Determination:**	Eligible
Elig Decision Letter Date:	08/11/2008		

Disposition Information

Final Disposition:	Approved	**Final Disposition Date:**	08/11/2008
In Appeal:		**Appeal Status Date:**	
Approved Amount:	$44,900.00	**Lien Search Date:**	04/22/2008
Reasons:			
Explanation:			
Reason for No Final Disposition:			
Explanation:			

Additional Information

102 View Loan Request (Continued)

C Action

From the Process Application Screen:

- click the radio button of the loan to view
- click the "Action" drop-down list to display available options
- CLICK "**View Loan Request**"
- CLICK "**Go**" to display the View Loan Request Screen.

103 Withdraw Loan Request

A Overview

A loan request can:

- only be withdrawn by the applicant
- be requested at any time before an approved loan is closed.

Note: The loan is locked for editing while in "Obligation Pending" status. Once the status is "Obligated", the loan can be withdrawn.

Important: Once a check has been requested for disbursement in NPS, but has not yet been signed and certified and the applicant decides not to close the loan, users can use the "Withdraw" option. If the check has been signed and certified and the applicant decides to withdraw, contact the National Office for assistance in withdrawing.

B Example of Withdraw Loan Request Screen

Following is an example of the Withdraw Loan Request Screen.

103 Withdraw Loan Request (Continued)

C Action

From the Process Application Screen:

- click the radio button of the loan to withdraw
- click the "Action" drop-down list to display available options
- CLICK "**Withdraw Loan Request**"
- CLICK "**Go**" to display the Withdraw Loan Request Screen
- enter the withdraw date of the request
- enter an explanation for the withdraw request
- select "**Yes**" to the question, "Are you sure you want to withdraw this loan request?"
- CLICK "**Submit**".

The loan will be withdrawn and no further action can be processed on this loan.

Note: To cancel the withdraw process, CLICK "**Cancel**".

104 Delete Loan Request

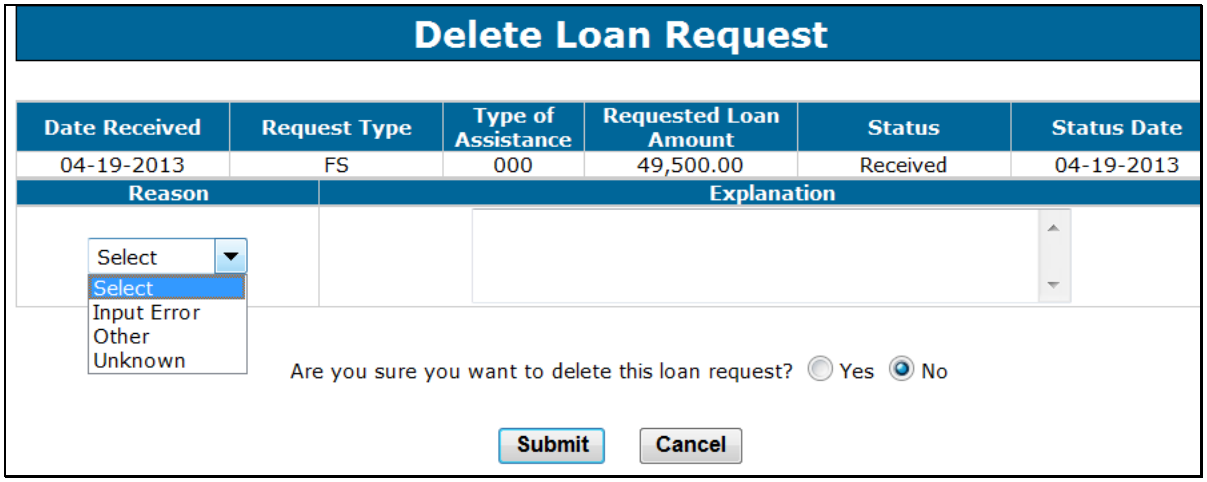
A Overview

A loan can be deleted when an error has occurred by the user. Loans can be deleted at any time up until a check has been requested for disbursement.

Note: Loans deleted will no longer display on the Process Application Screen.

B Example of Delete Loan Request Screen

Following is an example of the Delete Loan Request Screen.



104 Delete Loan Request (Continued)

C Action

From the Process Application Screen:

- click the radio button of the loan to delete
- click the "Action" drop-down list to display available options
- CLICK "**Delete Loan Request**"
- CLICK "**Go**" to display the Delete Loan Request Screen
- click the reason from the drop-down list
- enter an explanation for the delete request
- select "**Yes**" to the question, "Are you sure you want to delete this loan request?"
- CLICK "**Submit**".

The loan will be deleted and no further action can be processed. If the loan is accidently deleted, the loan will have to be re-entered.

105 Updating Migrated Loans From System 36

A Overview

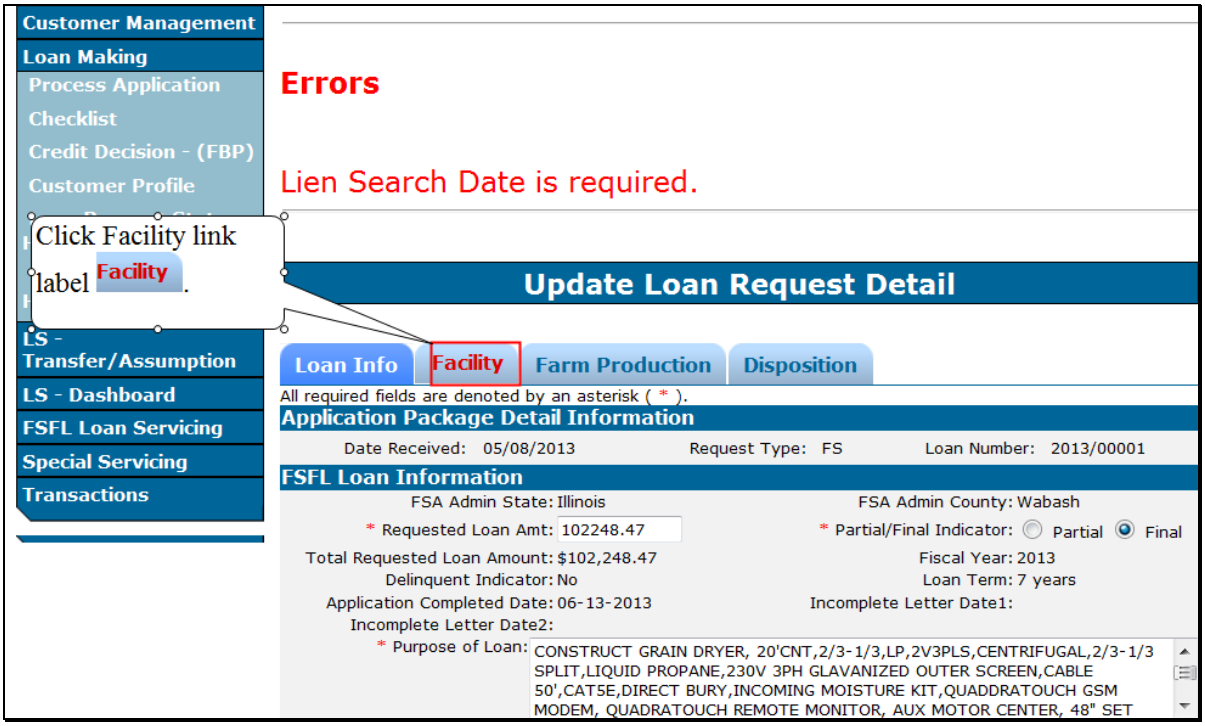
All existing FSFL approved and closed loans were migrated in September 2014 from the System 36 to DLS. Approved loans may be migrated with missing information, and updates will be required before requesting the check or closing the loan. DLS contains field validations and will alert the user of what data is missing.

Note: Updating migrated loans does **not** apply to closed loans as they are locked for editing after being closed.

105 Updating Migrated Loans From System 36 (Continued)

B Example of Common Error Message

Following is an example of a common error message found on converted loans.



C Action

From the Process Application Screen:

- click the radio button of the applicable loan
- click the “Action” drop-down list to display available options
- CLICK “**Update Loan Request**”
- CLICK “**Go**”
- CLICK “**Submit**” for DLS to display the errors that need to be completed
- click the applicable tab and complete missing information
- CLICK “**Submit**” when all missing information has been addressed.

106-199 (Reserved)

200 Link Related Entities

A Overview

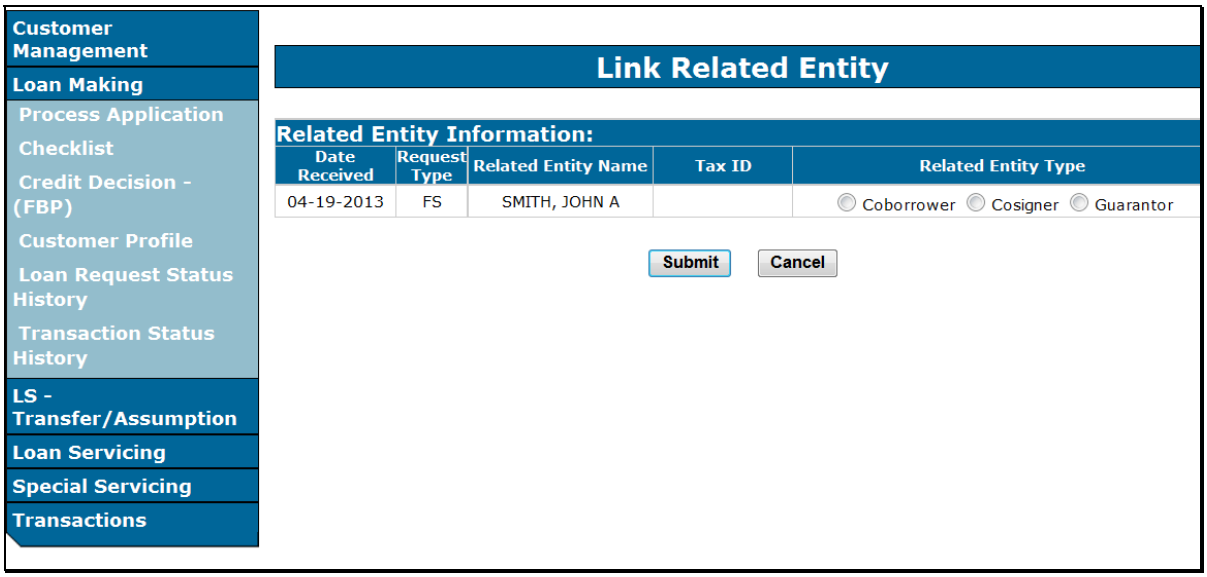
Related entities are 1 of the following:

- co-borrowers
- co-signers
- guarantors.

Note: Related entities can only be linked to a borrower after a loan package has been created.

B Example of Link Related Entity Screen

Following is an example of the Link Related Entity Screen.



200 Link Related Entities (Continued)

C Action

From the Process Application Screen:

- click the radio button of the applicable loan
- click the "Action" drop-down list to display available options
- CLICK "**Link Related Entity**"
- CLICK "**Go**" to display the SCIMS Search Page
- select the related entity to display the Link Related Entity Screen
- click the applicable "Related Entity Type" radio button
- CLICK "**Submit**" to complete the process
- CLICK "**Cancel**" to cancel the process.

Repeat the process for additional related entities.

Note: If the related entity is new to DLS, users will be prompted to submit a customer profile before linking the entity.

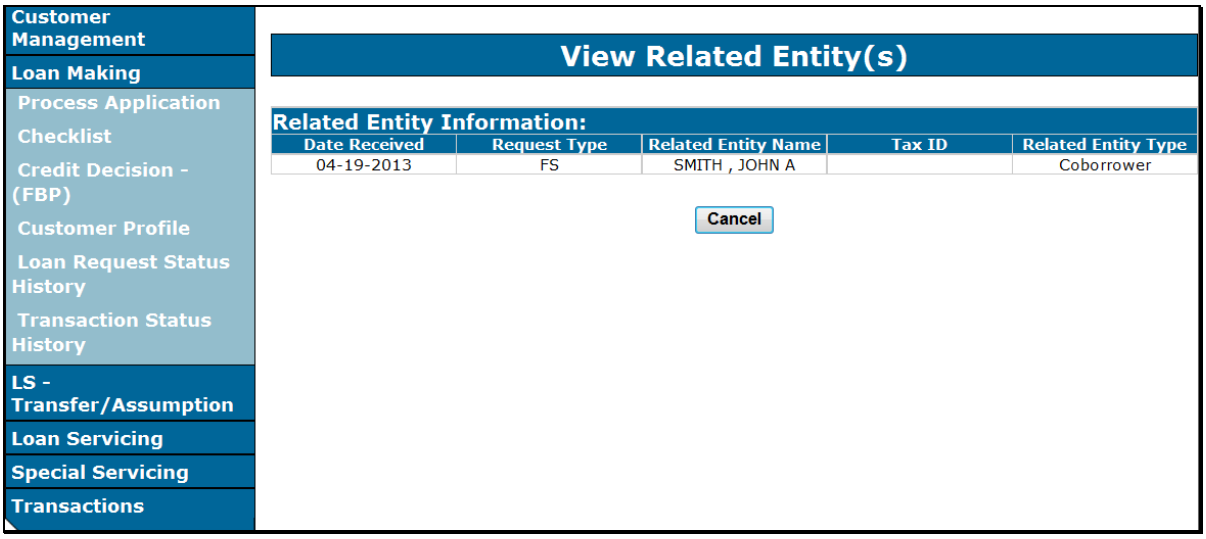
201 View Related Entities

A Overview

This function allows the user to view related entities.

B Example of View Related Entity(s) Screen

Following is an example of the View Related Entity(s) Screen.



201 View Related Entities (Continued)

C Action

From the Process Application Screen:

- click the radio button of the loan to view
- click the "Action" drop-down list to display available options
- CLICK "**View Related Entity**"
- CLICK "**Go**" to display the View Related Entity(s) Screen.

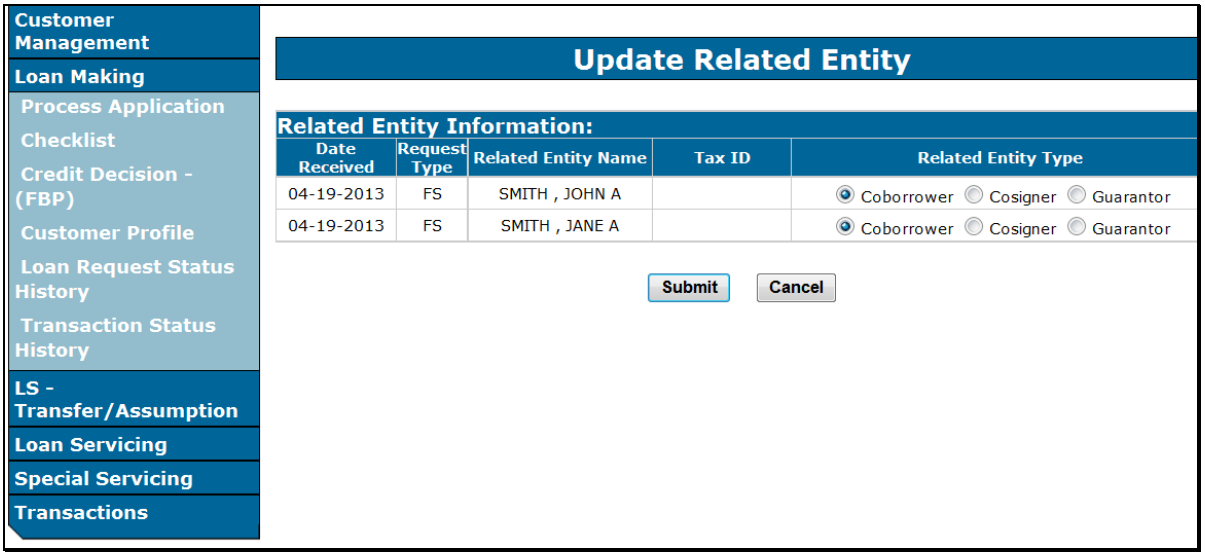
202 Update Related Entities

A Overview

This function allows the user to update the related entity type. This function can only be performed after an entity has been linked to the borrower.

B Example of Update Related Entity Screen

Following is an example of the Update Related Entity Screen.



202 Update Related Entities (Continued)

C Action

From the Process Application Screen:

- click the radio button of the loan to modify
- click the "Action" drop-down list to display available options
- CLICK "**Update Related Entity**"
- CLICK "**Go**" to display the Update Related Entity Screen
- edit the related entity type, as applicable
- CLICK "**Submit**" to complete the process
- CLICK "**Cancel**" to cancel the process.

203 Unlink Related Entities

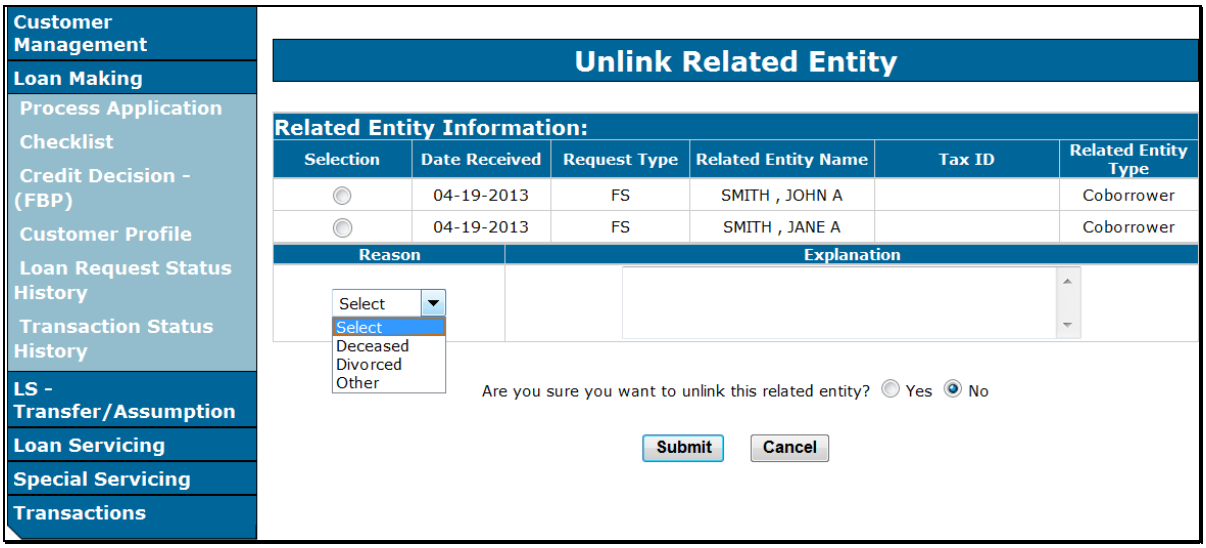
A Overview

This function allows the user to unlink related entities before a loan has been closed. If entities need to be removed after the loan has closed, the user will update accordingly using the customer profile.

Note: Before unlinking a related entity that involves selecting "Deceased", "Divorce", or "Other" as result of divorce or death, see 1-FSFL, paragraphs 176, 177, and 234 for further instructions.

B Example of Unlink Related Entity Screen

Following is an example of the Unlink Related Entity Screen.



203 Unlink Related Entities (Continued)

C Action

From the Process Application Screen:

- click the radio button of the applicable loan
- click the "Action" drop-down list to display available options
- CLICK "**Unlink Related Entity**"
- CLICK "**Go**" to display the Unlink Related Entity Screen
- click the radio button of the related entity to unlink
- select the reason from the drop-down list
- enter an explanation, as applicable
- select "**Yes**" to the question, "Are you sure you want to unlink this related entity?"
- CLICK "**Submit**" to complete the process
- CLICK "**Cancel**" to cancel the process.

204-299 (Reserved)

Part 4 Loan Disposition

300 Credit Decision

A Overview

After a loan application is submitted in DLS, the next step is to determine credit worthiness.

Authorized FSA users with loan approval authority will enter the applicable information needed to make a credit decision in FBP.

The credit decision date from FBP automatically populates in DLS under the Disposition Screen.

B Action

After an application has been requested, the FSA employee with loan approval authority will complete the financials in FBP and enter a credit status of either of the following:

- recommend approve
- recommend disapprove.

After an application has been acted on by COC or STC, the FSA employee with loan approval authority will update the credit decision as either of the following:

- approved
- disapproved.

301 Disposition

A Overview

The Disposition Screen contains the following:

- credit decision date
- COC or STC disposition (approval/disapproval) for the loan.

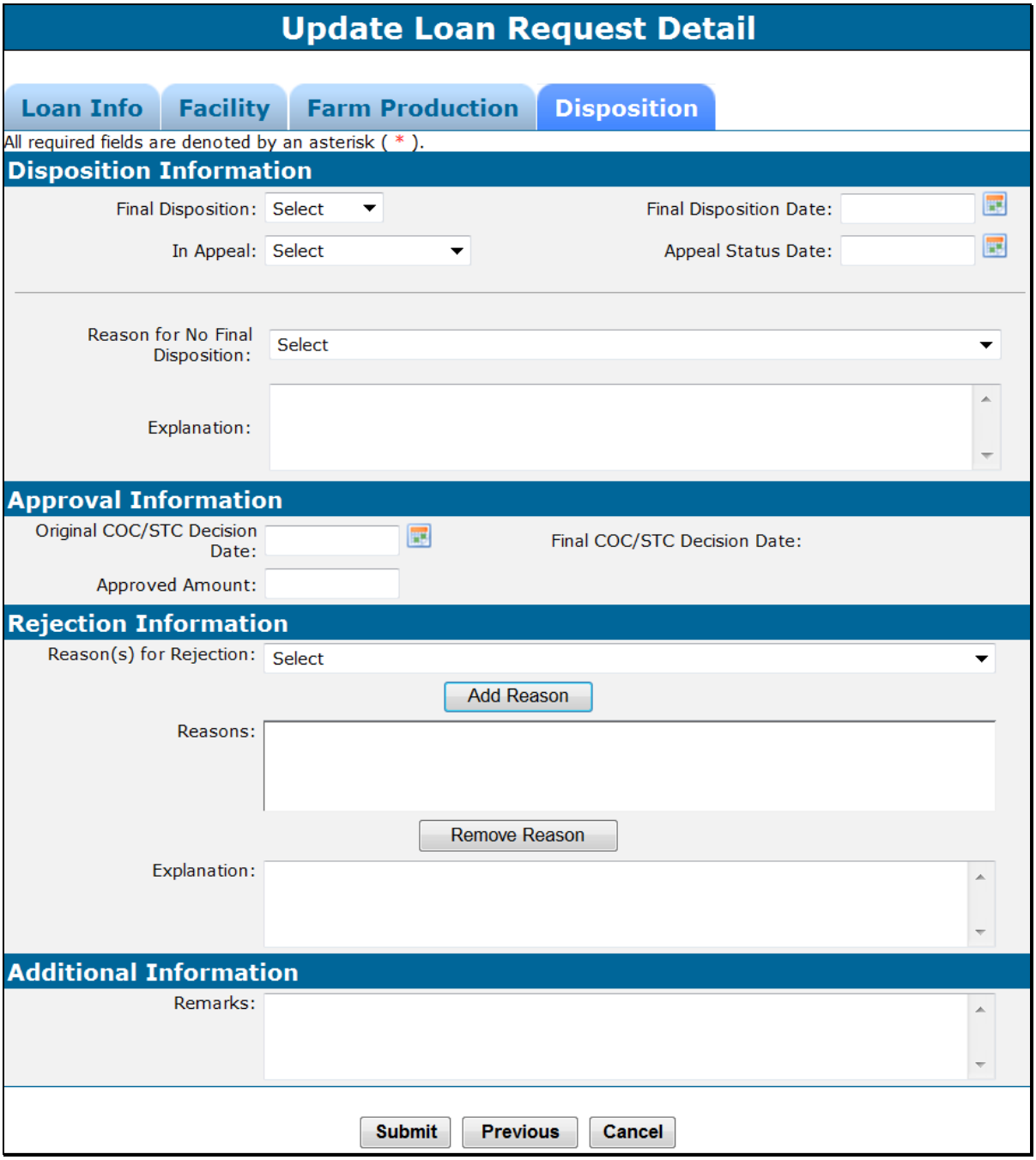
When a loan package contains a partial and final loan, each loan must be approved separately.

--Note:** Both partial and final approval dates must be the same date and entered in DLS as the same date. The partial and final loans must also be obligated immediately after approval is entered in DLS.**--

301 Disposition (Continued)

B Example of Disposition Screen

Following is an example of the Disposition Screen.



301 Disposition (Continued)

C Field Descriptions and Actions

From the Process Application Screen:

- click the radio button of the loan to modify
- click the "Action" drop-down list to display available options
- CLICK "**Update Loan Request**"
- CLICK "**Go**"
- click the "Disposition" tab.

The following table provides the field descriptions and actions for the Disposition Screen.

Field/Button	Description	Action
Disposition Information		
Final Disposition	The credit decision from FBP ("Approved" or "Rejected"). DLS will **not** display any FBP credit decisions completed before the complete date for this application. **Note:** If a credit decision has not been entered in FBP, the user will only be able to see "Rejected".	Using the drop-down list, select the applicable credit decision ("Approved" or "Rejected"). **Note:** This action must be performed before selecting the "Final Disposition Date".
Final Disposition Date	The date of the credit decision. This date is retrieved from FBP.	Using the drop-down list, select the applicable credit decision date. The field cannot be overridden and only dates that display can be selected.
In Appeal	Identifies if the loan is in an appeal status. Lists available appeal statuses.	Using the drop-down list, select the applicable status.
Appeal Status Date	The date that corresponds to the appeal status.	Enter the date by doing either of the following: • entering the date in the "mm/dd/yyyy" format • clicking the calendar icon.

301 Disposition (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Disposition Information (Continued)		
Reason for No Final Disposition	Identifies a reason why FSFL cannot be approved or rejected.	Using the drop-down list, select the applicable reason.
Explanation	A free-form field to expand on the reason for no disposition.	Enter any additional information, as applicable.
Approval Information		
Original COC/STC Decision Date	This date of the first COC or STC decision.	Enter the date by doing either of the following: • entering the date in the "mm/dd/yyyy" format • clicking the calendar icon. **Note:** This is the same date as the credit decision date.
Final COC/STC Decision Date	This is the date of the COC or STC decision for **increases** in the loan amount.	
Approved Amount	The amount that COC or STC approved the loan.	Enter the approved loan amount.
Rejection Information		
Reason(s) for Rejection	Identifies a reason for the loan being rejected.	Select the reason or reasons from the drop-down list. To enter more than 1 reason, hold the "Ctrl" key when selecting. CLICK "Add Reason".
Explanation (Rejection)	A free-form field to allow the user to enter more information about the rejection.	Enter any additional information, as applicable.
Additional Information		
Remarks	Allows users to enter any additional information.	Enter any additional information, as applicable.

Note: CLICK:

- "**Submit**" to complete the process
- "**Cancel**" to cancel the process.

302-349 (Reserved)

350 Obligate Loan Request

A Overview

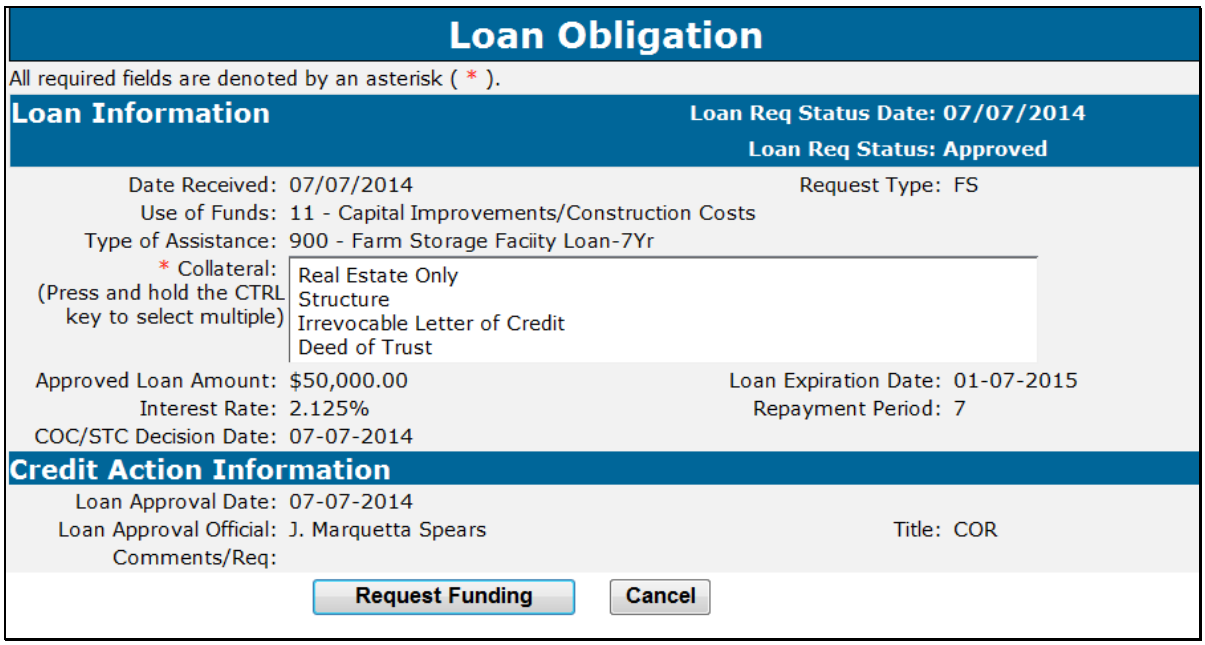
After a loan has been approved, the obligation process must be **immediately** initiated.

The obligation process is **not** a real-time event. Requests will be sent electronically to Treasury and requested funds will display in DLS normally within 2 to 3 workdays.

Note: The loan will be locked for editing when the loan is in "Obligation Pending" status.

B Example of Loan Obligation Screen

Following is an example of the Loan Obligation Screen.



Loan Obligation

All required fields are denoted by an asterisk (*).

Loan Information — Loan Req Status Date: 07/07/2014 — Loan Req Status: Approved

Date Received: 07/07/2014 — Request Type: FS
Use of Funds: 11 - Capital Improvements/Construction Costs
Type of Assistance: 900 - Farm Storage Faciity Loan-7Yr
* Collateral: (Press and hold the CTRL key to select multiple)
Real Estate Only
Structure
Irrevocable Letter of Credit
Deed of Trust
Approved Loan Amount: $50,000.00 — Loan Expiration Date: 01-07-2015
Interest Rate: 2.125% — Repayment Period: 7
COC/STC Decision Date: 07-07-2014

Credit Action Information

Loan Approval Date: 07-07-2014
Loan Approval Official: J. Marquetta Spears — Title: COR
Comments/Req:

Request Funding | Cancel

350 Obligate Loan Request (Continued)

C Action

Immediately after approving a loan, the user will:

- CLICK "**Obligate Loan Request**" from the left navigation bar on the Process Application Screen
- using the drop-down list, click the type of collateral

  Note: For multiple types of collateral, press and hold the "Ctrl" key and click the applicable types. Each collateral type will be highlighted.

- CLICK "**Request Funding**".

351 Increases to Approved Loan Amount

A Overview

When a borrower is approved for an increase in the original approved loan amount:

- a new credit decision approval date must be entered in DLS
- a new COC or STC decision date is required
- the new increased amount must be entered
- the new obligated amount is automatically sent to Treasury for obligation; however, users cannot request a check until the obligation is received back in DLS.

Note: DLS will **not** accept an approved increase without a new credit decision date. A modified credit decision and corresponding approved date will need to be entered in FBP for the increased loan amount to be approved regardless of the percentage of increase.

351 Increases to Approved Loan Amount (Continued)

B Action

From the Process Application Screen:

- click the radio button of the loan to update
- click the "Action" drop-down list to display available options
- CLICK "**Update Loan Request**"
- CLICK "**Go**"
- enter the new requested loan amount on the Loan Info Screen
- click the "**Disposition**" tab
- using the drop-down list, select the new credit decision date in the "**Final Disposition Date**" field
- update the "**Final COC/STC Decision Date**" field
- enter the new approved loan amount in the "**Approved Amount**" field
- enter any remarks in the Additional Information Section (optional)
- CLICK "**Submit**".

Important: Users must enter the increased amount on the "Disposition" tab **before** clicking "Submit". Failure to do so will **not** obligate the increase and a new credit decision must be performed on another day.

352 Decreases to Approved Loan Amount

A Overview

When a borrower requests a decrease to an approved loan amount, the approved loan amount **must** be adjusted:

- on the Disposition Screen
- before processing the check request.

Note: Do **not** adjust the loan amount on the Loan Info Screen. Decreases in approved loan amounts are only made on the Disposition Screen.

B Action

From the Process Application Screen:

- click the radio button of the loan to update
- click the "Action" drop-down list to display available options
- CLICK "**Update Loan Request**"
- CLICK "**Go**"
- click the "**Disposition**" tab
- enter the revised loan amount in the "**Approved Amount**" field
- enter any remarks in the Additional Information Section (optional)
- CLICK "**Submit**".

Note: DLS will automatically generate a decrease to Treasury.

353-399 (Reserved)

Part 6 Disbursement

400 Check Request

A Overview

When a borrower has completed the structures and submitted receipts, the user will request funds before closing the loan. Funds will be disbursed to the following:

- borrower
- alternate payees
- borrower and alternate payees.

The user will perform 2 processes when disbursing funds for an approved loan. The processes **must** be executed in the following order:

- check request
- loan closing.

Important: The check request process is **always** executed before the loan closing process regardless if funds are going by EFT or Treasury check.

Checks requested in DLS **must** equal the approved loan amount. If the sum of receipts is:

- more than the approved amount, see paragraph 351 to increase the approved loan amount
- less than the approved amount, see paragraph 352 to decrease the approved loan amount.

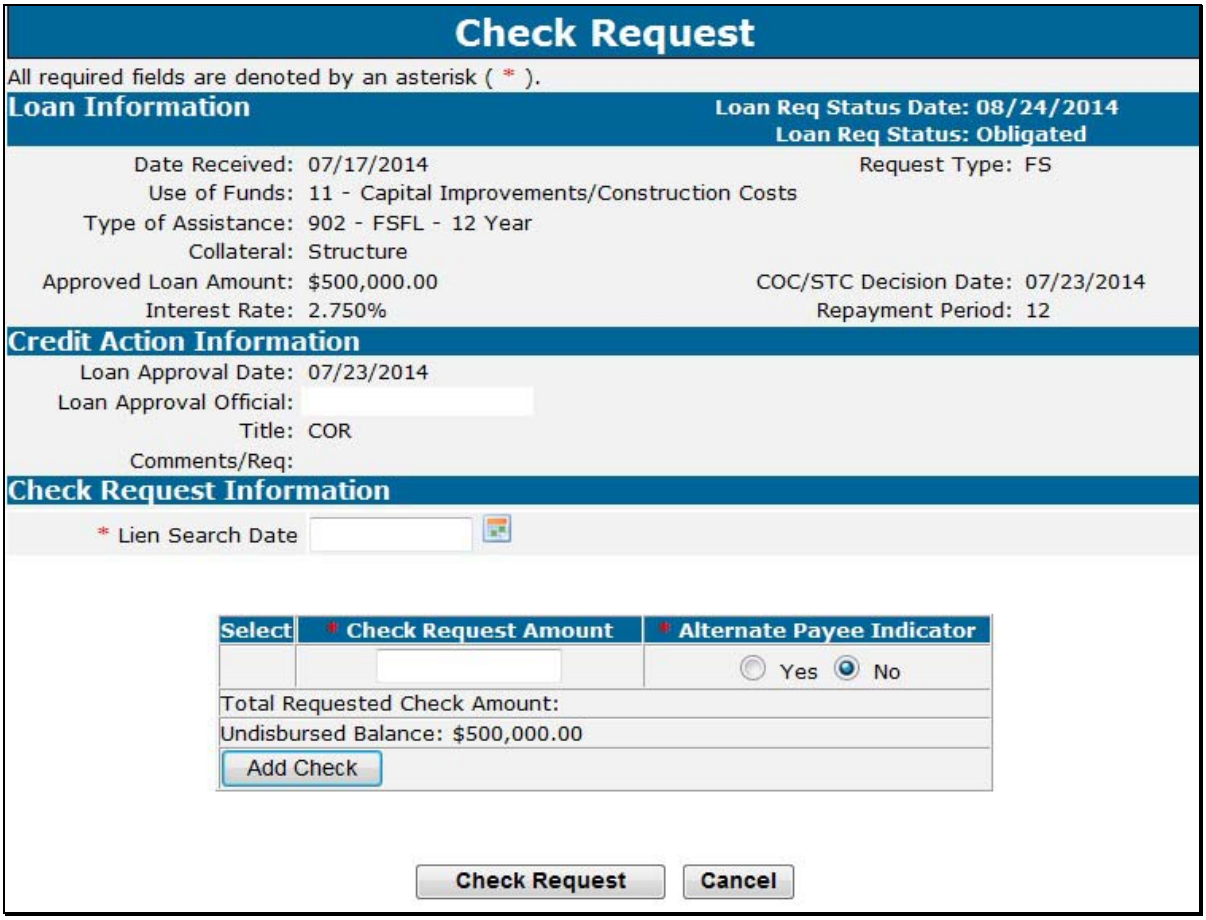
After the check request has been completed in DLS, users will then sign and certify the check request in NPS according to 1-FI.

400 Check Request (Continued)

B Example of Check Request Screen

Following is an example of the Check Request Screen.

*--



--*

C Field Descriptions and Actions

From the Process Application Screen:

- click the radio button of the applicable loan
- CLICK "**Check Request**" from the left navigation bar.

400 Check Request (Continued)

C Field Descriptions and Actions (Continued)

The following table provides the field descriptions and actions for the Check Request Screen.

Field/Button	Description	Action
	Check Request Information	
Lien Search Date	The final lien search date after the structure has been completed.	Enter the date by doing either of the following: • entering the date in the "mm/dd/yyyy" format • clicking the calendar icon.
Check Request Amount	The amount of check to be disbursed. ***--**An undisbursed balance is displayed to assist the user with any remaining balance.**--*** **Note:** All checks must total the approved loan amount.	Enter the amount in dollars and cents.
Alternate Payee Indicator	Indicate whether the check will be issued to the borrower or an alternate payee. Users will identify the alternate payee in NPS. ***--Note:** Do **not** use Alternate Payee when using closing agent and borrower is receiving 100 percent of proceeds.**--***	Click the applicable "**Yes**" or "**No**" radio button. **Note:** There can be multiple alternate payees, but there can only be 1 nonalternate payee.

If:

•***--**only 1 check is being requested, CLICK "**Add Check**", then "**Check Request**"**--***

- multiple checks are being requested, CLICK "**Add Check**". Add additional checks as applicable. After all checks have been entered, CLICK "**Check Request**". The Process Application Screen will be displayed, and the status of the loan will be updated to "Check Processed".

Important: After the user clicks "Check Request", users will **not** be able to re-access the Check Request Screen to make changes. If an error is discovered after "Check Request" is clicked, users will need to contact the National Office for assistance.

Note: CLICK "**Cancel**" to cancel the process.

400 Check Request (Continued)

*--D Certifying and Signing Payment Requests in NPS

After submitting the check request, the County Office **must** access NPS to:

- enter payee information for each payable
- complete certification and signing for each payable.

Note: If payables are **not** certified and signed **before** the 3 p.m. c.t. cutoff time for payments, payments will be delayed.**--***

E Disbursement Cancellation for Disbursement That Will Not Be Re-Issued

When the borrower informs the County Office after the check request process has been completed that they **no** longer want FSFL's, use the following table to cancel the disbursement.

Step	Action
1	The County Office shall: • write "**VOID**" on the check and make a photocopy for the file • mail the check marked "**VOID**" to Treasury at the following address: Philadelphia Regional Financial Center P.O. Box 51320 Philadelphia, PA 19154 • **not** use Federal Express to mail checks to Treasury • send an e-mail to FSA's Payment Management Office in Kansas City at **RA.mokansasc2-PMO-TreasuryPay**, explaining why checks are being returned.
2	The County Office shall send an e-mail, to **both** of the following, requesting that the check be re-issued payable to CCC: • Rhonda Quinlan at **rhonda.quinlan@kcc.usda.gov** • Mary Grisham at **mary.grisham@kcc.usda.gov**. **Note:** The e-mail shall include the producer's name, check number, and address to send the re-issued check.
3	The County Office shall cancel FSFL, according to paragraph 104. DLS will send loan information to NRRS and an overpayment receivable will be created.
4	When the overpayment receivable has been created in NPS, **and** the re-issued check made payable to CCC is received in the County Office, the check **must** be applied as a collection to the receivable.

401 Loan Closing

A Overview

Loan closing occurs **after** the applicant has signed CCC-186. The Amortization Schedule will be displayed after the closing date is entered.

Users will enter the Amortization Schedule figures displayed on CCC-186, as applicable.

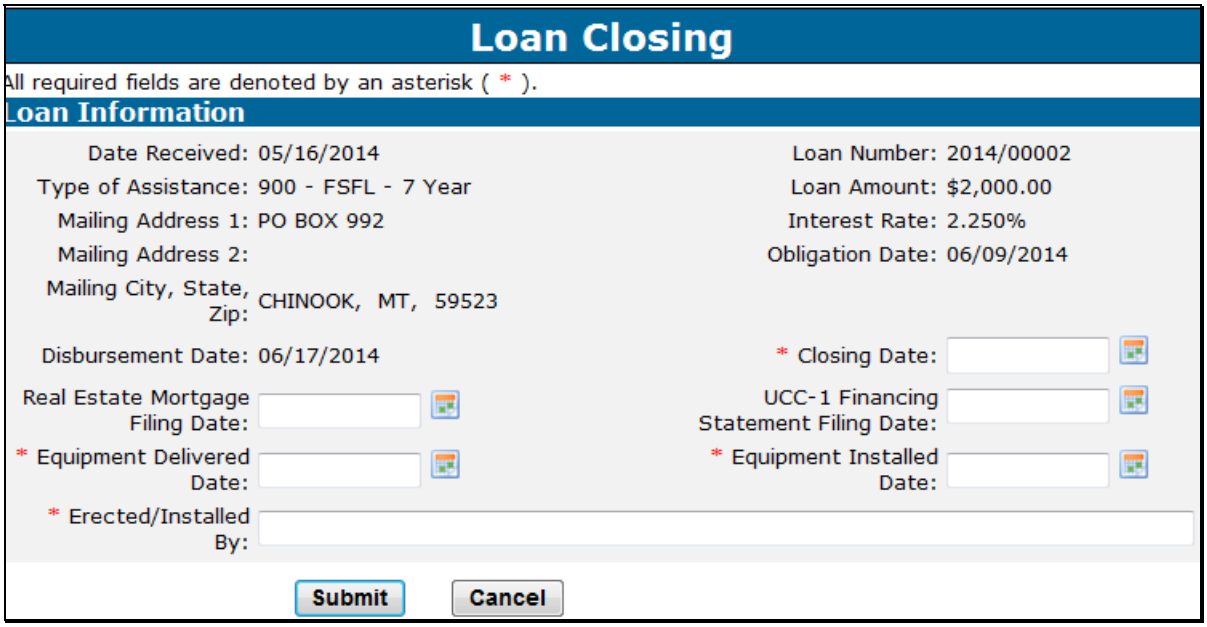
On the morning of closing:

- prepare CCC-186 according to subparagraph C
- screen print and attach the Amortization Schedule to CCC-186.

Important: Do **not** prepare CCC-186 on any other day.

B Example of Loan Closing Screen

Following is an example of the Loan Closing Screen.



Loan Closing

All required fields are denoted by an asterisk (*).

Loan Information

Date Received:	05/16/2014	Loan Number:	2014/00002
Type of Assistance:	900 - FSFL - 7 Year	Loan Amount:	$2,000.00
Mailing Address 1:	PO BOX 992	Interest Rate:	2.250%
Mailing Address 2:		Obligation Date:	06/09/2014
Mailing City, State, Zip:	CHINOOK, MT, 59523		
Disbursement Date:	06/17/2014	* Closing Date:	
Real Estate Mortgage Filing Date:		UCC-1 Financing Statement Filing Date:	
* Equipment Delivered Date:		* Equipment Installed Date:	
* Erected/Installed By:			

Submit Cancel

401 Loan Closing (Continued)

C Field Descriptions and Actions

From the Process Application Screen:

- click the radio button of the applicable loan
- CLICK "**Loan Closing**" from the left navigation bar
- enter the closing date and PRESS "**Tab**" to display the Amortization Schedule
- enter the annual installment amounts on CCC-186
- borrower signs CCC-186
- complete the loan closing process in DLS according to the following table.

The following table provides the field descriptions and actions for the Loan Closing Screen.

Field/Button	Description	Action
Loan Information		
Closing Date	The date the borrower signs CCC-186.	Enter the date by doing either of the following: • entering the date in the "mm/dd/yyyy" format • clicking the calendar icon.
Real Estate Mortgage Filing Date	The date the real estate mortgage was filed.	
UCC-1 Financing Statement Filing Date	The date UCC-1 was filed.	
Equipment Delivered Date	The date the equipment was delivered. If there were several deliveries, enter the earliest date.	
Equipment Installed Date	The date the equipment was installed and completed.	
Erected/Installed By	Name of the vendor who installed the structure.	Enter information, as applicable.

CLICK:

- "**Submit**" to complete the loan closing
- "**Cancel**" to cancel the loan closing.

401 Loan Closing (Continued)

D Example of Completed Loan Closing Screen

Following is an example of a completed Loan Closing Screen.

Loan Closing

Loan Information

Date Received:	05/22/2014	**Loan Number:**	2014/00001
Type of Assistance:	900 - Farm Storage Faciity Loan-7Yr	**Loan Amount:**	$100,000.00
Mailing Address 1:		**Interest Rate:**	2.250%
Mailing Address 2:		**Obligation Date:**	08/21/2014
Mailing City, State, Zip:			
Disbursement Date:	08/26/2014	**Closing Date:**	08/26/2014
Real Estate Mortgage Filing Date:		**UCC-1 Financing Statement Filing Date:**	
Equipment Delivered Date:	08/25/2014	**Equipment Installed Date:**	08/25/2014
Erected/Installed By:	abc		

Amortization Schedule

Installment Number	Installment Date	Principal	Interest	Total Installment
1	08/26/2015	$13,350.02	$2,250.00	$15,600.02
2	08/26/2016	$13,650.40	$1,949.62	$15,600.02
3	08/26/2017	$13,957.53	$1,642.49	$15,600.02
4	08/26/2018	$14,271.57	$1,328.45	$15,600.02
5	08/26/2019	$14,592.68	$1,007.34	$15,600.02
6	08/26/2020	$14,921.02	$679.00	$15,600.02
7	08/26/2021	$15,256.78	$343.28	$15,600.06

Cancel

402 Closing Loans for Borrowers With EFT and No Alternate Payee

A Overview

When a loan is to be disbursed and closed on the same day because 100 percent of the monies will be disbursed to the borrower by EFT and a loan closing agent is **not** required, users shall complete the following in this order:

- execute the check request process

  Note: Do **not** sign and certify in NPS until after the borrower has signed CCC-186.

- CLICK "**Close Loan**"
- enter the current date as the closing date
- PRESS "**Tab**" to display the Amortization Schedule
- using the Amortization Schedule, enter the installment figures on CCC-186 accordingly
- have the borrower sign CCC-186
- complete the loan closing process according to 1-FSFL, Part 7
- process EFT in NPS.

Note: When a borrower is using a closing agent or title company, EFT is **not** allowed.

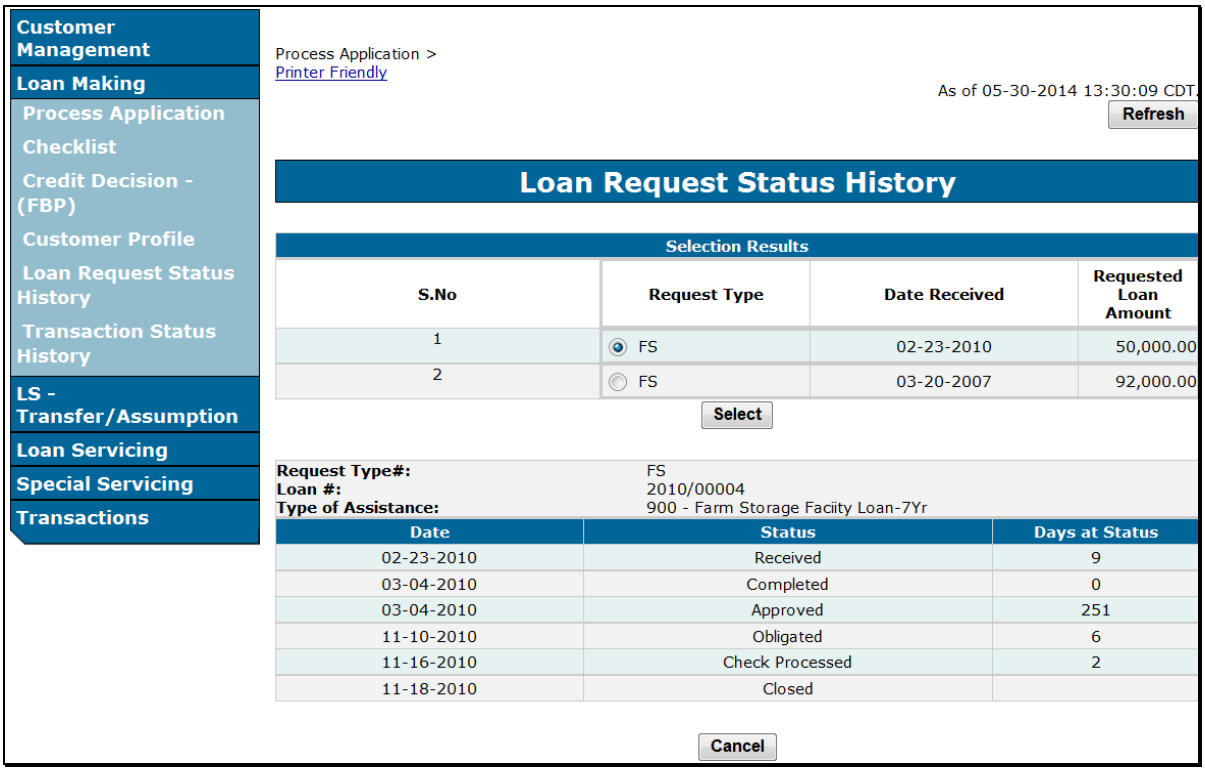
403 Loan Request Status History

A Overview

At any time during the loan making process, users can view the progress of a specific loan.

B Example of Loan Request Status History Screen

Following is an example of the Loan Request Status History Screen.



C Action

From the Process Application Screen:

- click the radio button of the loan
- CLICK "**Loan Request Status History**" from the left navigation bar
- CLICK "**Select**".

The transaction history will be displayed.

Note: Users have the option to print a printer-friendly version of this screen.

404-459 (Reserved)

Part 7 Loan Servicing

Section 1 Routine Servicing

460 General Information

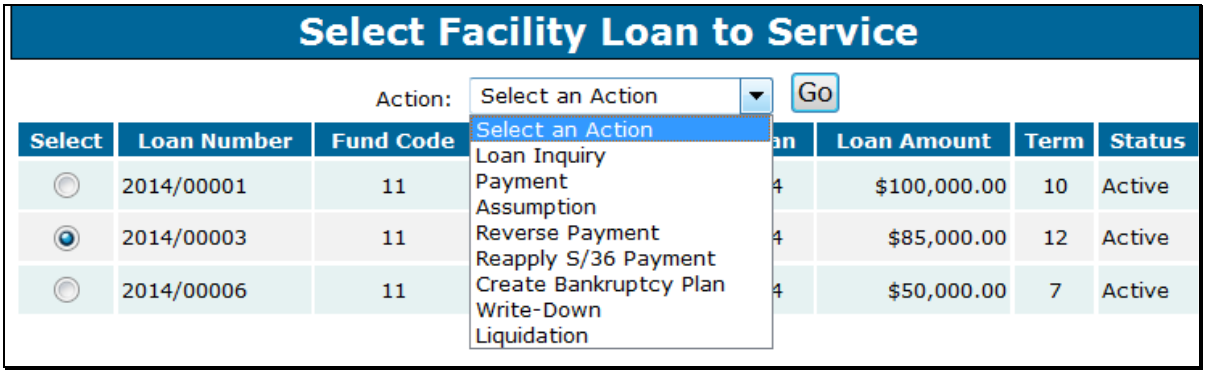
A Overview

After a loan has closed, users will then be able to perform the following actions:

- loan inquiry
- payment
- assumption
- reverse payment
- reapply S/36 payment
- create bankruptcy plan
- *--write down--*
- liquidation.

B Example of Select Facility Loan to Service Screen

Following is an example of the Select Facility Loan to Service Screen.
*--



--*

C Action

Select the borrower according to paragraph 22.

From the Process Application Screen:

- click the radio button of the applicable loan
- CLICK "**FSFL Loan Servicing**" from the left navigation bar.

The Select Facility Loan to Service Screen will be defaulted. Select the action from the drop-down list accordingly.

461 Facility Loan Inquiry

A Overview

The FSFL Loan Inquiry Screen will:

- display the Summary Screen that displays summary information for a loan
- display the History Screen that displays detailed history information for a loan
- replace the System 36 Payment History Report.

B Example of FSFL Loan Inquiry Screen

Following is an example of the FSFL Loan Inquiry Screen when the Summary Screen is displayed. The Summary Screen is divided into the following 3 sections:

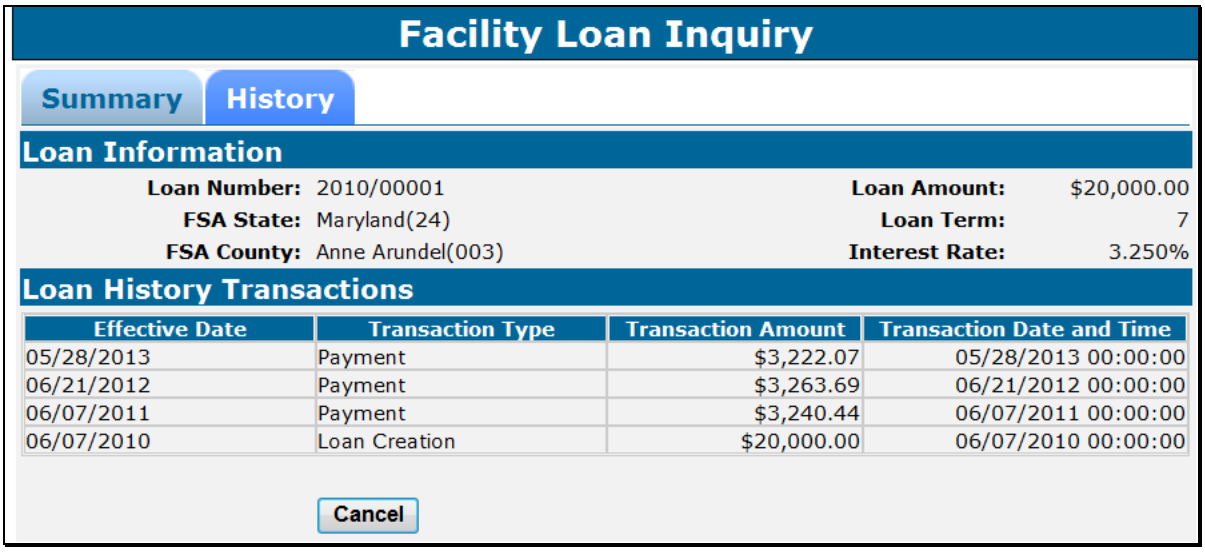
- Loan Information
- Installment Status
- Loan Payoff as of Accrual Date.

461 Facility Loan Inquiry (Continued)

B Example of FSFL Loan Inquiry Screen (Continued)

Following is an example of the Facility Loan Inquiry Screen when the History Screen is displayed. The History Screen is divided into the following 2 sections:

- Loan Information
- Loan History Transactions.



Facility Loan Inquiry

Summary | History

Loan Information

Loan Number:	2010/00001	**Loan Amount:**	$20,000.00
FSA State:	Maryland(24)	**Loan Term:**	7
FSA County:	Anne Arundel(003)	**Interest Rate:**	3.250%

Loan History Transactions

Effective Date	Transaction Type	Transaction Amount	Transaction Date and Time
05/28/2013	Payment	$3,222.07	05/28/2013 00:00:00
06/21/2012	Payment	$3,263.69	06/21/2012 00:00:00
06/07/2011	Payment	$3,240.44	06/07/2011 00:00:00
06/07/2010	Loan Creation	$20,000.00	06/07/2010 00:00:00

Cancel

C Action

From the Select Facility Loan to Service Screen:

- click the radio button of the applicable loan
- using the “Action” drop-down list, CLICK “**Loan Inquiry**”
- CLICK “**Go**” to display the FSFL Loan Inquiry Screen.

The Summary Screen is the defaulted screen. Click the “History” tab to view the loan history transactions.

Note: Users have the option to make a payment directly from the Summary Screen. See paragraph 462 for instructions for recording payments.

462 Payment

A Overview

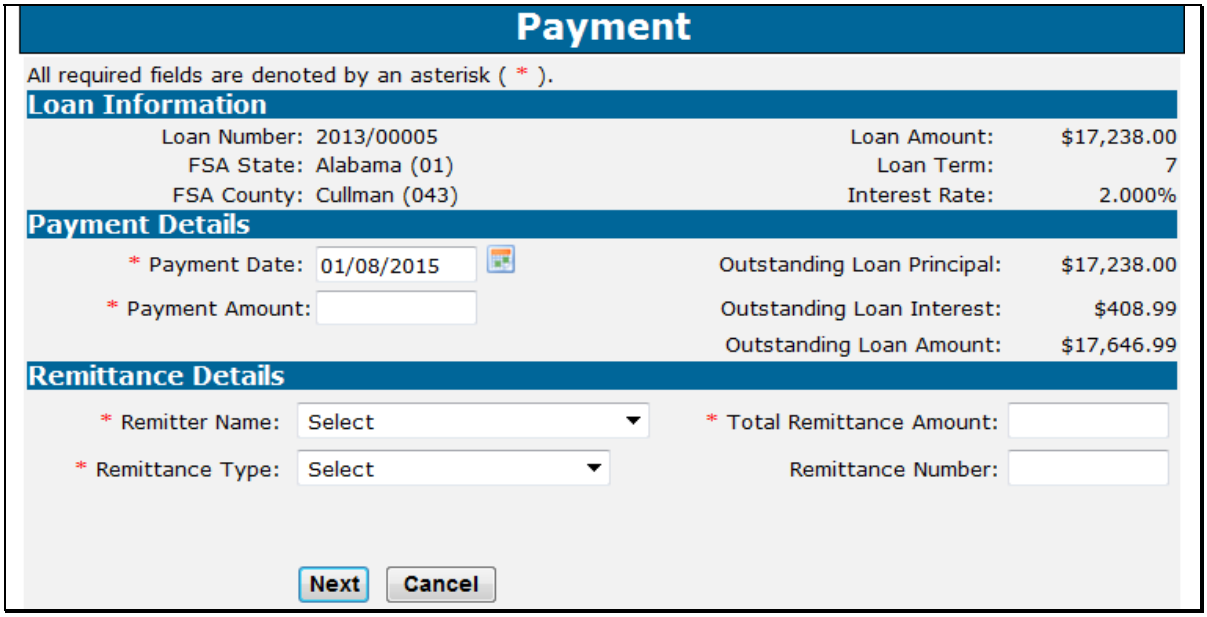
The Payment Screen allows the user to process a payment received for the loan. Information entered in DLS will be automatically sent to NRRS for processing.

Important: Users will **not** enter any FSFL payment information in NRRS. Users will prepare CCC-257's according to 3-FI.

B Example of Payment Screen

Following is an example of the Payment Screen.

*--



--*

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Payment Screen.

Field/Button	Description	Action
	Payment Details	
Payment Date	The date the payment was received in the Service Center. The date is defaulted to the current date but a previous date can be entered. **Note:** If the date is greater than 7 calendar days before the system date, a warning message will be displayed.	No action needed if payment date is the current date. If the payment was received before the system date, enter the date by doing either of the following: • entering the date in the "mm/dd/yyyy" format • clicking the calendar icon.

462 Payment (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Payment Details (Continued)		
Payment Amount	The dollar amount of the payment for the loan.	Enter the amount in dollars and cents.
Remittance Details		
Remitter Name	The name of the person or persons submitting the payment. The remitter can be someone other than the borrower.	***--**Using the drop down list, select the remitter. If the remitter is not the borrower, select the remitter from SCIMS by clicking **"Select Customer from SCIMS"**. **Note:** The remitter must have a valid TIN in SCIMS. When the remitter does not have a valid TIN, use TIN "**430951685 E**", for CCC.
Total Remittance Amount	Enter the total remittance being submitted. It can be equal to or greater than the payment amount.	Enter the amount in dollars and cents.
Remittance Type	The type of remittance. The following options are available: •***--**Cash**--*** • Cashier's Check • Check • Money Order • Multi-party Check *** * *** • Wire.	Select the applicable remittance type from the drop-down list.
Remittance Number	The number associated with the remittance type, such as check number.	Enter the number associated with the remittance type. When a borrower submits cash, leave this field blank.

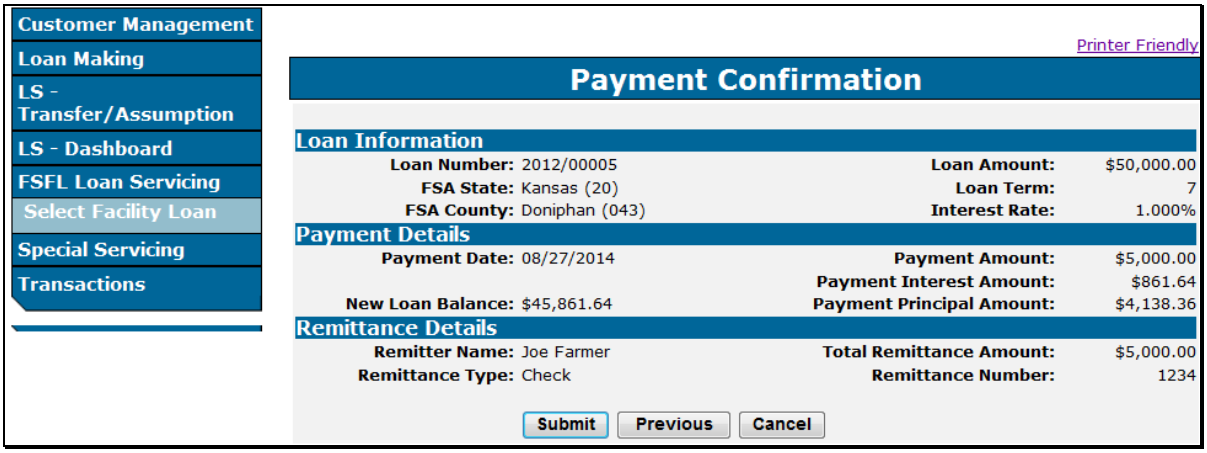
After applicable information is entered:

- CLICK "**Next**" to display the Payment Confirmation Screen
- CLICK "**Printer Friendly**" and print a receipt for the borrower and loan folder.

462 Payment (Continued)

D Example of Payment Confirmation Screen

Following is an example of the Payment Confirmation Screen.



From the Payment Confirmation Screen:

- CLICK "**Submit**" to complete the payment
- CLICK "**Previous**" to return to the previous screen
- CLICK "**Cancel**" to cancel the payment.

* * *

*--463 Determining Amounts Owed for a Future Date

A Overview

Payments owed on FSFL's are calculated based on the date of the last payment made up until the next installment due date. The payment status displayed on the Loan Inquiry Screen only changes when either of the following occurs:

- an additional payments is made before the next installment due date
- the borrower fails to pay by the installment due date.

B Example

As shown on the following screen, the borrower is $369.30 behind as of January 27, 2015. The outstanding principal and interest owed are $67,830.40 and $211.85 respectively. As of January 27, 2015, the borrower would need to pay $369.30 to be current on the payment status.

Printer Friendly

FSFL Loan Inquiry

Summary | History

Loan Information

Loan Number:	2011/00004	Loan Amount:	$114,000.00
FSA State:	Illinois (17)	Loan Term:	7
FSA County:	Edgar (045)	Interest Rate:	2.375%

Installment Status

Current Amount Due:	$369.30	Next Installment Date:	11/29/2015
Daily Interest Accrual:	$4.413622	Next Installment Amount:	$17,869.13
Payment Status:	$369.30 Behind	Next Installment Total Due:	$18,238.43

Loan Payoff as of Accrual Date

		Outstanding Loan Principal:	$67,830.40
Accrual Date:	01/27/2015	Outstanding Loan Interest:	$211.85
		Total Outstanding Loan Amount:	$68,042.25

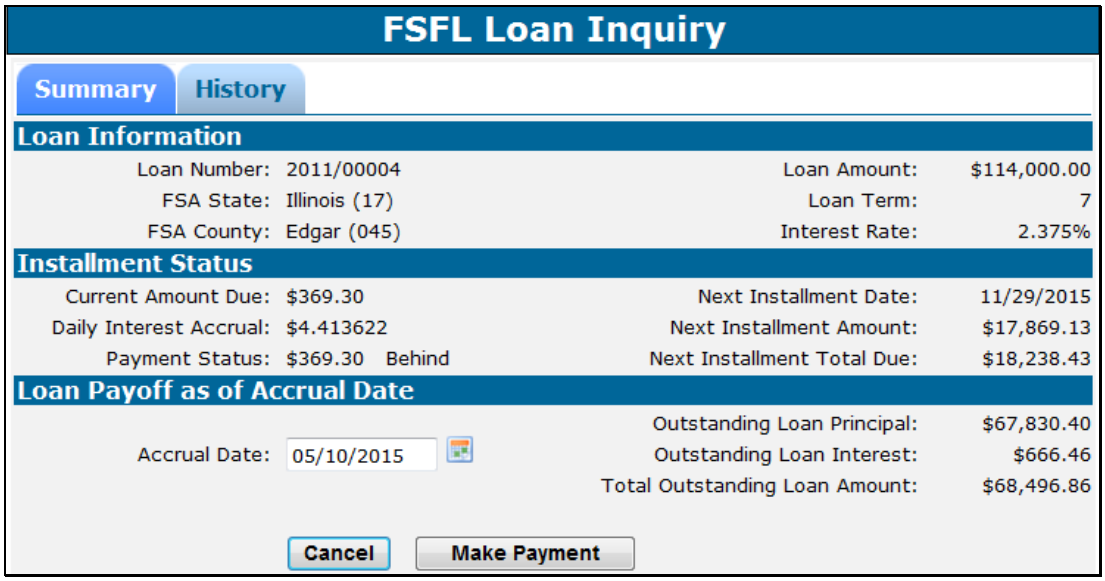
Cancel | Make Payment

--*

*--463 Determining Amounts Owed for a Future Date (Continued)

B Example (Continued)

As shown on the following screen if the accrual date is changed to May 5, 2015, the outstanding principal and payment status remain the same at $67,830.40 and $369.30 behind respectively. The outstanding interest has increased to $666.46. The borrower still only owes $369.30 as of May 10, 2015.



As shown on the following below, if the borrower submits a payment of $400 on January 27, 2015, the payment status changes to $30.70 ahead. The outstanding interest is now $0.00. The borrower will remain $30.70 ahead unless an additional payment is made before the installment due date.

--*

464-499 (Reserved)

500 Reverse Payment

A Overview

The Reverse Payment Screen allows for System 36 or DLS payment reversals.

Payment transactions that have been recorded for the loan will be listed on the Reverse Payment Screen. Only 1 transaction can be reversed at a time beginning with the most recent transaction.

Note: See 64-FI for further instructions for reconciling NRRS for payments that have been reversed.

B Example of Reverse Payment Screen

Following is an example of the Reverse Payment Screen.

Reverse Payment

Loan Information

Loan Number:	2011/00001	**Loan Amount:**	$87,201.51
FSA State:	Maryland (24)	**Loan Term:**	7
FSA County:	Frederick (021)	**Interest Rate:**	2.250%

Payments Received

The payment transactions that have been recorded for this loan are listed below. Only the most recent transaction can be reversed.

Select	Payment Date	Payment Principal	Payment Interest	Payment Total
◉	11/13/2013	$11,896.53	$1,699.74	$13,596.27
	11/13/2012	$11,657.55	$1,951.28	$13,608.83

Next Cancel

C Action

From the Select Facility Loan to Service Screen:

- click the radio button of the applicable loan
- using the “Action” drop-down list, CLICK “**Reverse Payment**”
- CLICK “**Go**” to display the Reverse Payment Screen
- CLICK “**Next**” to display the Reverse Payment Confirmation Screen.

500 Reverse Payment (Continued)

C Action (Continued)

Following is an example of the Reverse Payment Confirmation Screen.

Reverse Payment Confirmation

Loan Information

Loan Number:	2010/00003	**Loan Amount:**	$50,000.00
FSA State:	Maryland(24)	**Loan Term:**	7
FSA County:	Baltimore(005)	**Interest Rate:**	3.125%

Payments to Reverse

The following payment has been selected to be reversed:

Payment Date:	08/09/2013	**Payment Principal:**	$6,886.95
		Payment Interest:	$1,148.23
		Payment Total:	$8,035.18

Submit Cancel

From the Reverse Payment Confirmation Screen:

- CLICK "**Submit**" to reverse the payment
- CLICK "**Cancel**" to cancel the reversal.

Repeat the process for additional reversals.

To re-enter payments originally made in:

- DLS, process the payment using the "Payment" option according to paragraph 462

- System 36, process the payment using the "Reapply S/36 Payment" option according to paragraph 501.

Note: Do **not** use the "Payments" option to re-enter System 36 payments that were originally entered incorrectly.

501 Reapply S/36 Payment

A Overview

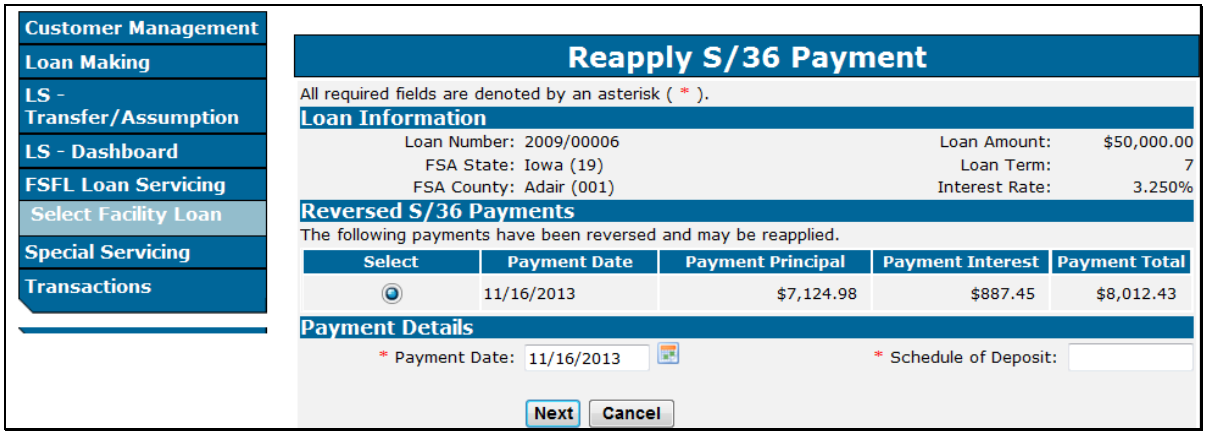
The "Reapply S/36 Payment" option allows for re-entry of payments originally processed on the System 36. Use this option to reapply a System 36 payment that was:

- reversed for an earlier payment to be reversed
- originally entered with an incorrect payment date.

Note: Using this option is a rare occurrence. For all other corrections, contact the National Office for assistance.

B Example of Reapply S/36 Payment Screen

Following is an example of the Reapply S/36 Payment Screen.



C Field Descriptions and Actions

From the Select Facility Loan to Service Screen:

- click the radio button of the applicable loan
- using the "Action" drop-down list, CLICK "**Reapply S/36 Payment**"
- CLICK "**Go**" to display the Reapply S/36 Payment Screen.

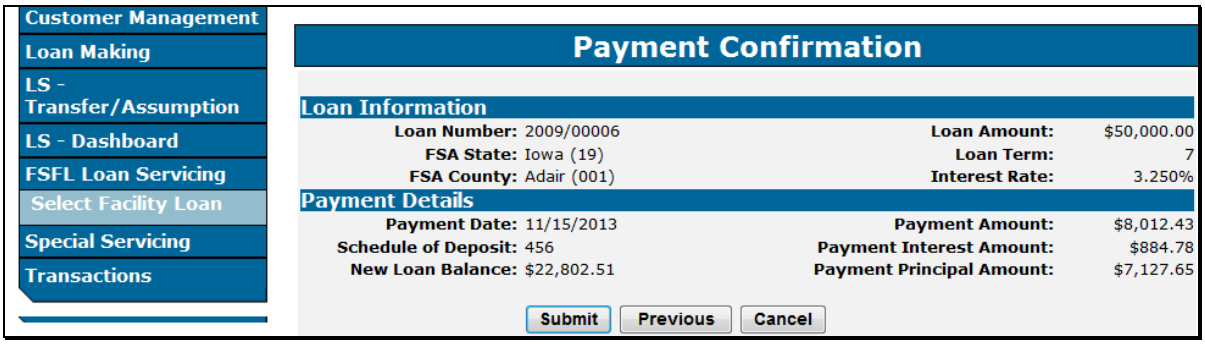
501 Reapply S/36 Payment (Continued)

C Field Descriptions and Actions (Continued)

The following table provides the field descriptions and actions for the Reapply S/36 Payment Screen.

Field/Button	Description	Action
	Payment Details	
Payment Date	The date the payment was received in the Service Center. The date is defaulted to the current date and will need to be changed to the actual date the payment was received in the Service Center.	Enter the date by doing either of the following: • entering the date in the "mm/dd/yyyy" format • clicking the calendar icon.
Schedule of Deposit	The CCC-257 number associated with this payment.	Enter the CCC-257 number.

Following is an example of the Payment Confirmation Screen.



From the Payment Confirmation Screen:

- CLICK "**Submit**" to complete the process
- CLICK "**Previous**" to return to the previous screen
- CLICK "**Cancel**" to cancel the process.

*--502 Corrective Actions in NRRS and DLS for Payments

A Reapplying an s/36 Payment for Other Than an Incorrect Payment Date

When an S/36 payment needs to be reapplied in DLS for a reason other than an incorrect payment date, complete the following steps in order:

- activate the applicable remittance in NRRS according to 64-FI, subparagraph 44 B
- send a receipt deletion request to the NRRS help desk or RMO to get the payment receipts associated to these remittances deleted in NRRS

  Note: County Office must wait for confirmation from the Help Desk or RMO that the receipt has been deleted.

- reverse the S/36 payment in DLS according to paragraph 500
- record the payment correctly in DLS according to paragraph 462

  Note: The remittance number, type, amount, effective date, and remitter **must** be the same.

- deactivate the applicable remittance in NRRS according to 64 FI, subparagraph 44 D.

B Reapply DLS Payments After Preparing the Schedule of Deposit

When a DLS payment needs to be reapplied after preparing the Schedule of Deposit, complete the following steps in order:

- delete the prepared Schedule of Deposit according to 64 FI, subparagraph 42 D
- reverse the payment in DLS according to paragraph 500
- record the payment correctly in DLS according to paragraph 462.--*

*--502 Corrective Actions in NRRS and DLS for Payments (Continued)

C Reapply DLS Payments After Verifying the Schedule of Deposit

When a DLS payment needs to be reapplied after verifying the Schedule of Deposit, complete the following steps in order:

- activate the applicable remittance in NRRS according to 64-FI, subparagraph 44 B
- reverse the payment in DLS according to paragraph 500
- record the payment correctly in DLS according to paragraph 462
- deactivate the applicable remittance in NRRS according to 64 FI, subparagraph 44 D.

D Dishonored Checks

After a check has been recorded as dishonored in NRRS according to 64-FI, NRRS will automatically send a message to DLS that will automatically reverse the DLS payment.

Note: Do **not** reverse an FSFL payment in DLS for a dishonored check.**--***

503-549 (Reserved)

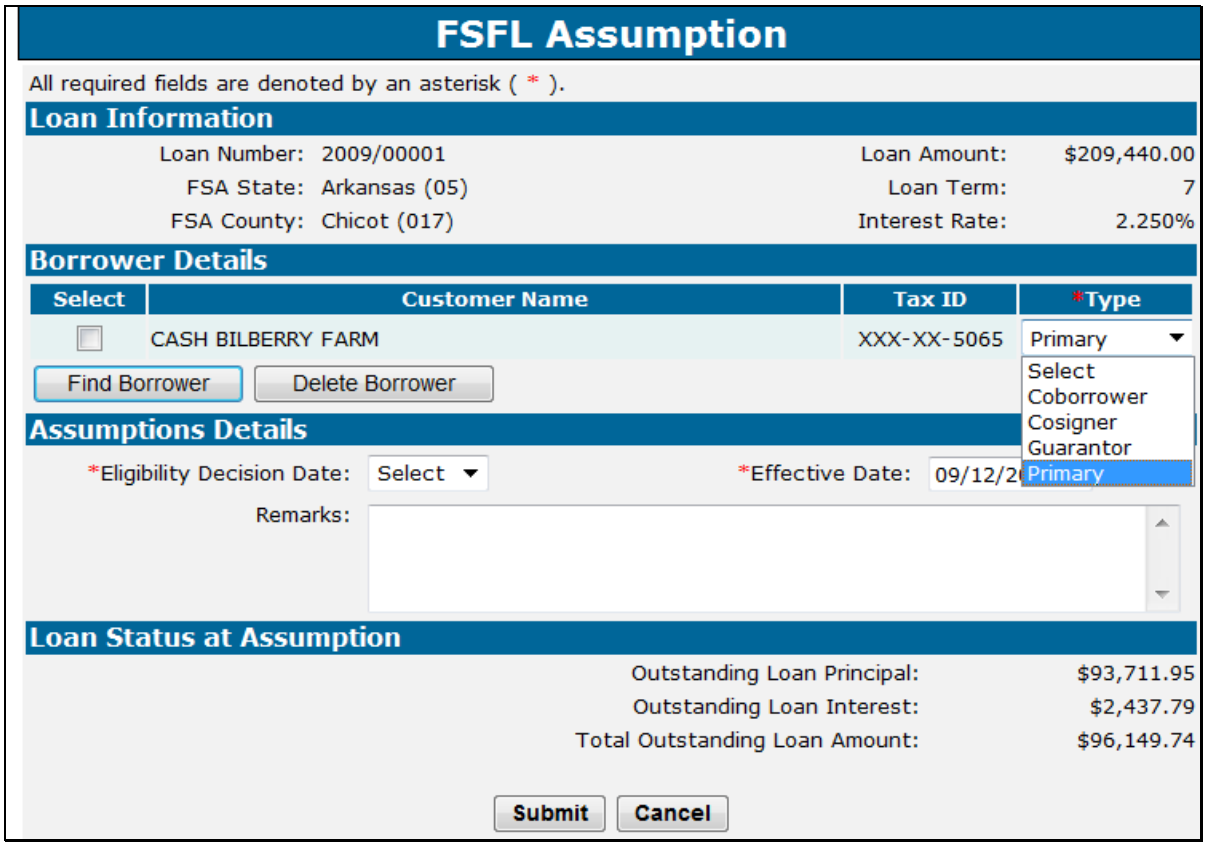
550 Assumptions

A Overview

The FSFL Assumption Screen allows a borrower to assume the loan. The borrower that assumes the loan must have an approved credit decision in FBP before the user can process the assumption in DLS.

B Example of FSFL Assumption Screen

Following is an example of the FSFL Assumption Screen.



550 Assumptions (Continued)

C Action

From the Select Facility Loan to Service Screen:

- click the radio button of the applicable loan
- using the "Action" drop-down list, CLICK "**Assumption**"
- CLICK "**Go**" to display the FSFL Assumption Screen
- CLICK "**Find Borrower**" to display the SCIMS Search Page
- select the borrower who is assuming the loan

  Note: The FSFL Assumption Screen will be redisplayed.
- select the borrower who will no longer be associated with the loan
- CLICK "**Delete Borrower**"
- select the borrower who is assuming the loan
- using the "**Type**" drop-down list, select the applicable type
- using the "Eligibility Decision Date" drop-down list, select the credit decision date
- enter the effective date of the assumption
- enter any applicable remarks in the "Remarks" section
- CLICK "**Submit**" to complete the assumption
- CLICK "**Cancel**" to cancel the assumption.

551 Liquidations

A Overview

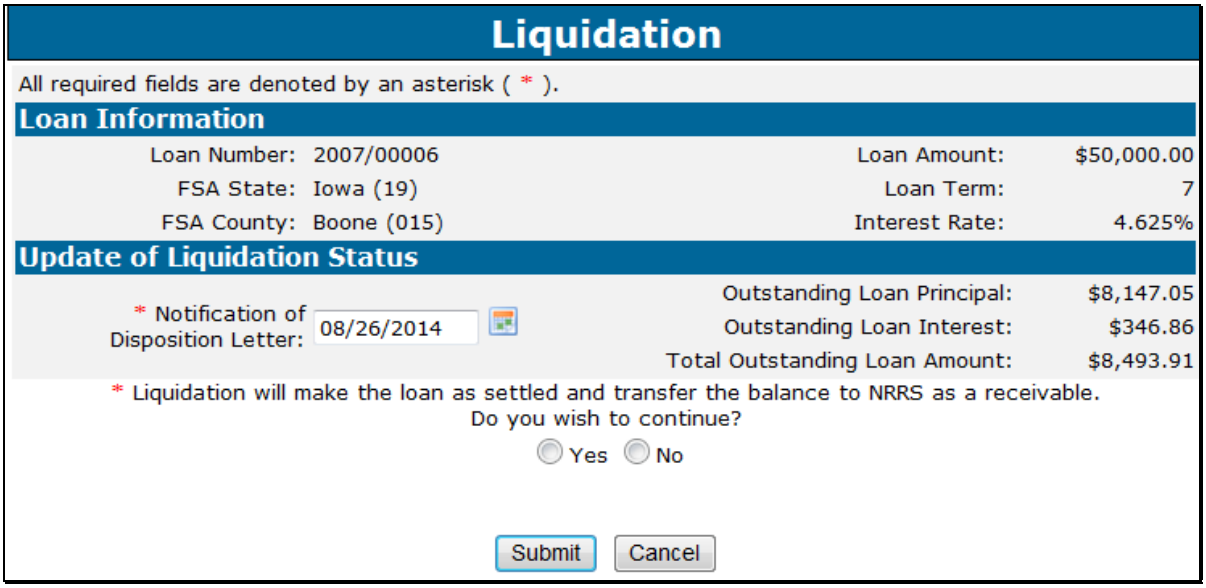
The liquidation process:

- is processed in DLS **after** the loan has been liquidated
- transfers outstanding balances to NRRS for further processing
- closes out the loan in DLS.

Important: After a loan is liquidated in DLS, no further transactions for that loan are allowed in DLS. All transactions are processed in NRRS. If a refund is due a borrower, NRRS will send the refund to NPS for further processing.

B Example of Liquidation Screen

Following is an example of the Liquidation Screen.



C Action

From the Select Facility Loan to Service Screen:

- click the radio button of the applicable loan
- using the "Action" drop-down list, CLICK "**Liquidation**"
- CLICK "**Go**" to display the Liquidation Screen
- enter the notification of disposition letter date
- CLICK "**Yes**" to continue with the liquidation process
- CLICK "**Submit**" to complete the liquidation
- CLICK "**Cancel**" to cancel the liquidation.

552 Create Bankruptcy Plan

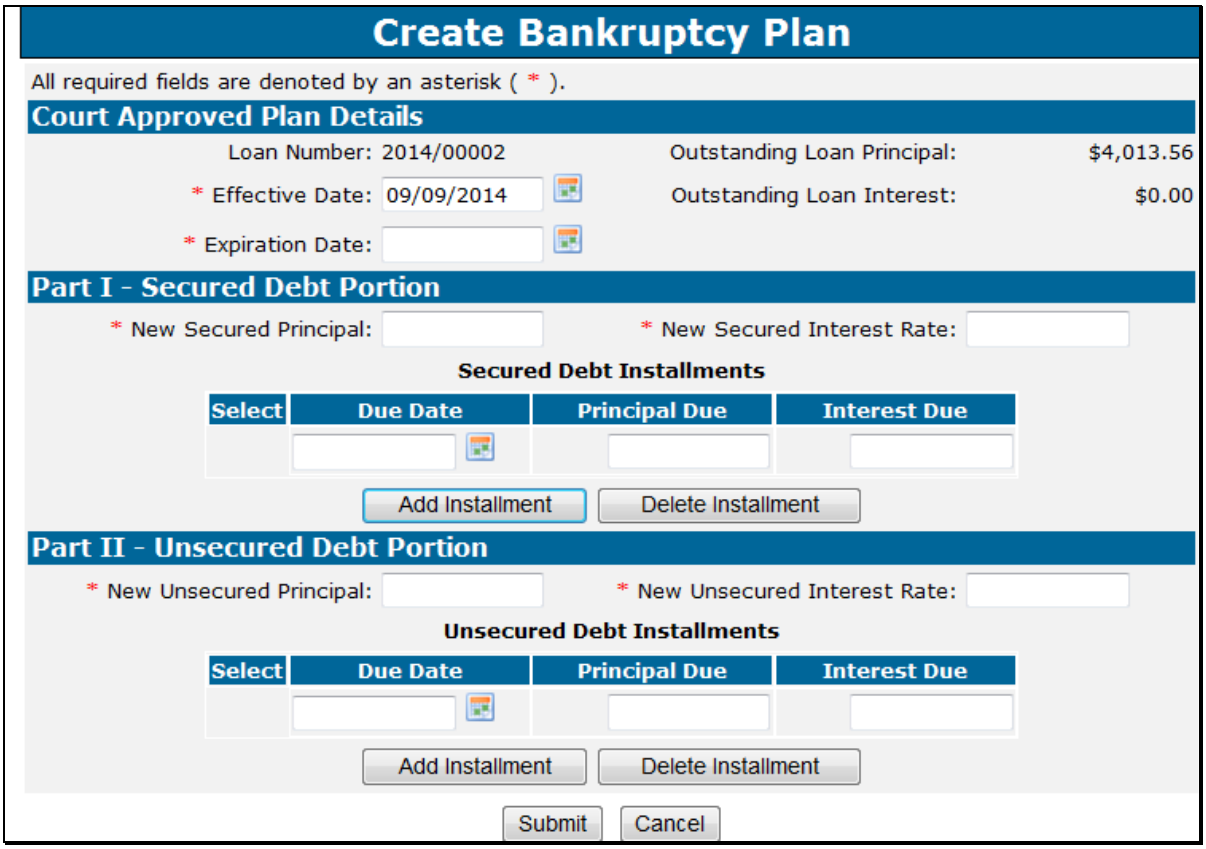
A Overview

The Create Bankruptcy Plan Screen allows for the entry of the bankruptcy plan received.

Note: During FY 2015, only National Office users will be able to create bankruptcy plans.

B Example of Create Bankruptcy Plan Screen

Following is an example of the Create Bankruptcy Plan Screen.



C Field Descriptions and Actions

From the Select Facility Loan to Service Screen:

- click the radio button of the applicable loan
- using the "Action" drop-down list, CLICK "**Create Bankruptcy Plan**"
- CLICK "**Go**" to display the Create Bankruptcy Plan Screen.

552 Create Bankruptcy Plan (Continued)

C Field Descriptions and Actions (Continued)

The following table provides the field descriptions and actions for the Create Bankruptcy Plan Screen.

Field/Button	Description	Action
Court Approved Plan Details		
Effective Date	The effective date of the bankruptcy plan. The date is defaulted to the current date and will need to be changed to the effective date according to the bankruptcy plan.	Enter the date by doing either of the following: • entering the date in the "mm/dd/yyyy" format • clicking the calendar icon.
Expiration Date	The date the plan expires.	
Part I – Secured Debt Portion		
New Secured Principal	The amount of the new secured principal.	Enter in dollars and cents.
New Secured Interest Rate	The interest rate of the plan.	Enter as "XX.XXX" percent.
Due Date	The due date of the installment.	Enter the date by doing either of the following: • entering the date in the "mm/dd/yyyy" format • clicking the calendar icon.
Principal Due	The amount of the principal due with the installment.	Enter in dollars and cents. CLICK "**Add Installment**" to add other installments, as applicable.
Interest Due	The amount of interest due with the installment.	
Part II – Unsecured Debt Portion		
New Unsecured Principal	The amount of the new unsecured principal.	Enter in dollars and cents
New Unsecured Interest Rate	The interest rate of the plan.	Enter as "XX.XXX" percent.

552 Create Bankruptcy Plan (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Part II – Unsecured Debt Portion (Continued)		
Due Date	The due date of the installment.	Enter the date by doing either of the following: • entering the date in the "mm/dd/yyyy" format • clicking the calendar icon.
Principal Due	The amount of the principal due with the installment.	Enter in dollars and cents. CLICK "**Add Installment**" to add other installments, as applicable.
Interest Due	The amount of interest due with the installment.	

From the Create Bankruptcy Plan Screen:

- CLICK "**Submit**" to complete the bankruptcy process
- CLICK "**Cancel**" to cancel the process.

Following is an example of the redisplayed Select Facility Loan to Service Screen after a bankruptcy plan has been created.

Select Facility Loan to Service

Action: Select an Action Go

Select	Loan Number	Fund Code	Loan Type	Date of Loan	Loan Amount	Term	Status
○	2005/00001	11	FS	10/26/2005	$42,329.00	7	Settled
○	2010/00002	11	FS	05/03/2010	$50,000.00	7	Bankruptcy Original
◉	2010/00002	11	FS	06/01/2014	$30,884.84	7	Bankruptcy

Note: The original loan now has a "Bankruptcy Original" status and the plan created has a "Bankruptcy" status.

553 Completing the Bankruptcy Process

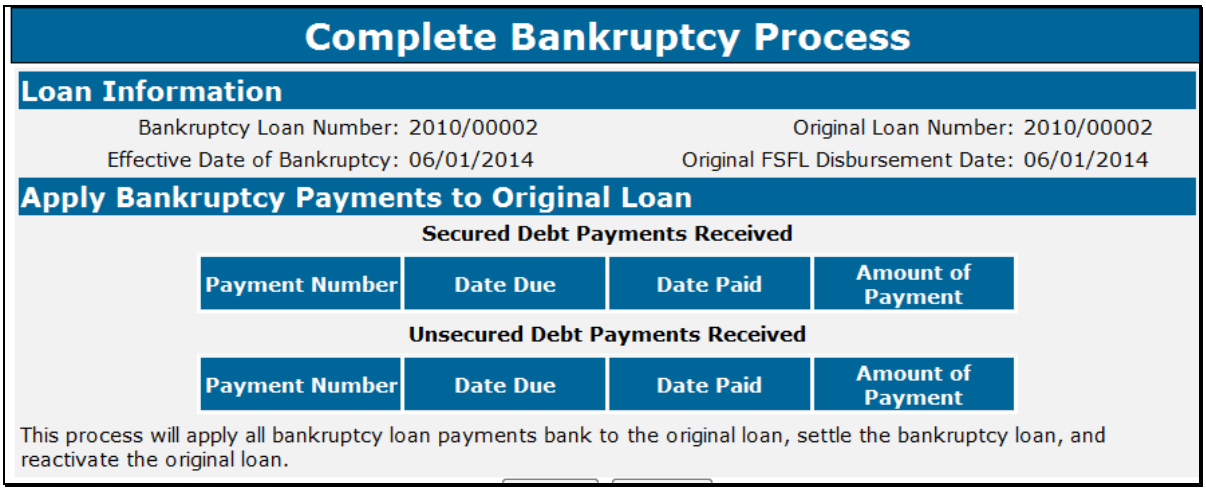
A Overview

The bankruptcy process applies all bankruptcy payments back to the original loan, settles the bankruptcy loan, and reactivates the original loan.

Note: For FY 2015, only National Office users will be able to complete this process.

B Example of Complete Bankruptcy Process Screen

Following is an example of the Complete Bankruptcy Process Screen.



From the redisplayed Select Facility Loan to Service Screen:

- click the radio button of the applicable bankrupt loan
- using the "Action" drop-down list, CLICK "**Complete Bankruptcy Process**"
- CLICK "**Go**"
- CLICK "**Submit**" to complete the process
- CLICK "**Cancel**" to cancel the process.

*--554 Write Down

A Overview

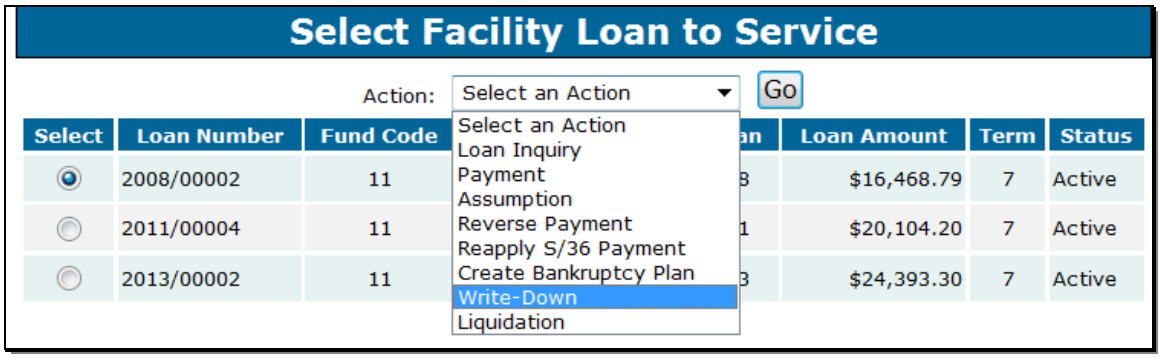
According to 58-FI debts less than $25 may be disregarded, unless otherwise specified by legislation or program procedures.

Authorization is provided to write-off FSFL's with a remaining outstanding balance of $24.99 or less **after** the final installment payment is made.

B Processing Small Balances of $24.99 or Less in DLS

Process small balances from the Select Facility to Service Screen according to the following:

- click the radio button of the applicable loan
- using the "Action" drop-down list, CLICK **"Write Down"** as shown on the following screen



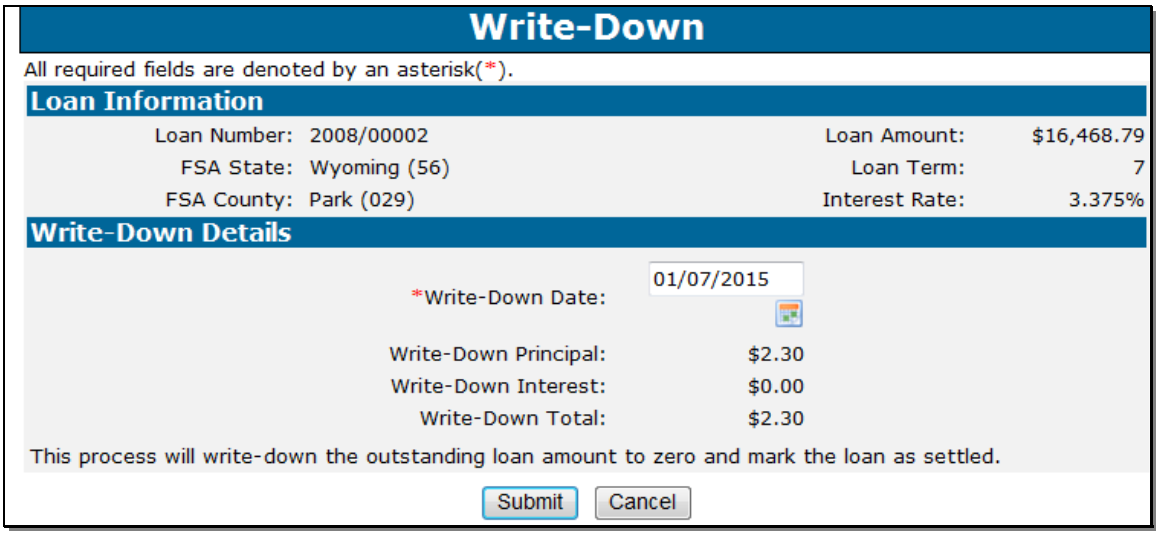
--*

*--554 Write Down (Continued)

B Processing Small Balances of $24.99 or Less in DLS (Continued)

- enter the last payment date in the "Write-Down Date" field as shown on the following screen

  Important: The write down date is defaulted to the current date. Users need to be careful to make sure the **last** payment date is the date recorded in the "Write-Down Date" field.



Write-Down

All required fields are denoted by an asterisk(*).

Loan Information

Loan Number:	2008/00002	Loan Amount:	$16,468.79
FSA State:	Wyoming (56)	Loan Term:	7
FSA County:	Park (029)	Interest Rate:	3.375%

Write-Down Details

*Write-Down Date:	01/07/2015
Write-Down Principal:	$2.30
Write-Down Interest:	$0.00
Write-Down Total:	$2.30

This process will write-down the outstanding loan amount to zero and mark the loan as settled.

Submit Cancel

- CLICK "**Submit**".--*

555-599 (Reserved)

Part 8 Reporting

600 General Information

A Overview

Administrative reports are included in the FLPIDS Hyperion Data Mart.

Users will use Hyperion to create and run FSFL reports.

B Accessing Hyperion Reports User Guide

The Hyperion Reports User Guide contains instructions for gaining access and running reports.

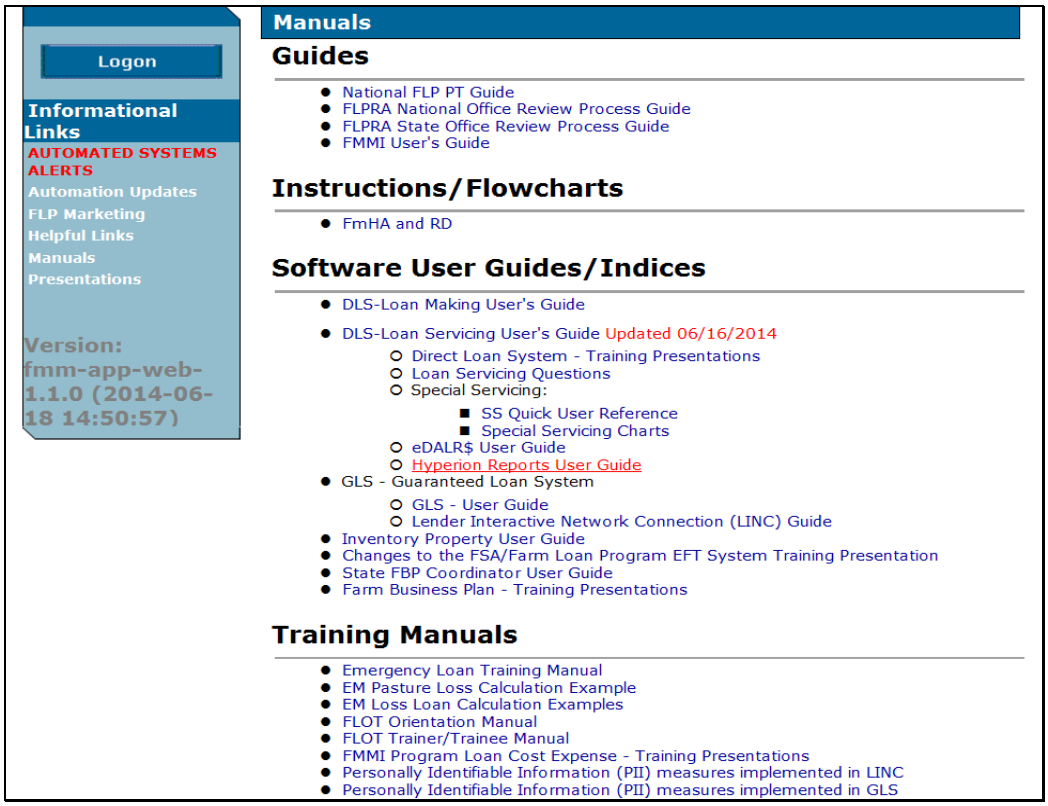
Users shall access the Hyperion Reports User Guide by clicking **https://amistad.sc.egov.usda.gov/flp/InformationalLinks?Action=Manuals&caller=index**.

The Hyperion Reports User Guide provides instructions to:

- gain access to Hyperion
- run reports.

C Example of FLPIDS Manuals Screen

Following is an example of the FLPIDS Manuals Screen



601 Direct Application Report

A Overview

The Direct Application Report displays all FSFL's without regard to loan status.

Note: This report replaces the System 36 FSFL Status Report.

B Example of Direct Application Report

Following is an example of the Direct Application Report.

EXAMPLE:

UNITED STATES DEPARTMENT OF AGRICULTURE
FARM SERVICE AGENCY
DIRECT APPLICATIONS
Direct Application Report
10/01/2013 – 09/30/2014

Page #
Date
TOD

Report Selection Criteria:
State: XXXXXXXXXXXXXXXX
District: 599
Servicing Office: 99-399 XXXXXXXXXXXXXXXX
County: XXXXXXXXXXXXXXXX

Program Type: All
Status: All

Ethnicity: All
Race: All
Gender: All

Sort 1: by SS# ID#

Sort 2: None

Sort 3: None

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
***-**-9999	W/NotHisp	C	99/99/9999	99/99/9999	99/99/9999	99/99/9999	99/99/9999	99/99/9999	$999,999.99	OL-Y
XXXXXXXXXXXXXXXXXXXX	Female	Y	99/99/9999	E	999	A	99/99/9999	999	$999,999.99	999
9999/99999	Received		999	999	Notes xxxx

602 Undisbursed Obligations Report

A Overview

This process generates a report of funded FSFL's that have **not** been disbursed.

B Example of Undisbursed Obligations Report

Following is an example of the Undisbursed Obligations Report.

EXAMPLE: Select State
By Servicing Office

UNITED STATES DEPARTMENT OF AGRICULTURE
FARM SERVICE AGENCY
DIRECT LOAN SERVICING
Undisbursed Obligations Report

Page #
Date
TOD

STATE: All
DISTRICT: All
SERVICING OFFICE: All
COUNTY: All

FLP MAIL CODE	SVC OFFICE	CUSTOMER NAME/ CASE NBR	LOAN NBR/ LOAN TYPE	OBLIGATION FY/ OBLIGATION DATE	OBLIGATION AMOUNT	DISBURSED AMOUNT	UNDISBURSED AMOUNT	FUND CODE/ TOA	DIR OR GUAR/ BF CODE
99-399	XXXXXXXX	XXXXXXXXXXXXXXXXXXXX	99	9999	$999,999.99	$999,999.99	$999,999.99	99	X
		99-999-9999	XX	99/99/9999				999	X
99-399	XXXXXXXX	XXXXXXXXXXXXXXXXXXXX	99	9999	$999,999.99	$999,999.99	$999,999.99	99	X
		99-999-9999	XX	99/99/9999				999	X
99-399	XXXXXXXX	XXXXXXXXXXXXXXXXXXXX	99	9999	$999,999.99	$999,999.99	$999,999.99	99	X
		99-999-9999	XX	99/99/9999				999	X
99-399	XXXXXXXX	XXXXXXXXXXXXXXXXXXXX	99	9999	$999,999.99	$999,999.99	$999,999.99	99	X
		99-999-9999	XX	99/99/9999				999	X

603 Payment Reminder Report

A Overview

The Payment Reminder Report lists outstanding FSFL's due between a specific timeframe.

B Example of Payment Reminder Report

Following is an example of the Payment Reminder Report.

EXAMPLE: Select State
By Servicing Office

UNITED STATES DEPARTMENT OF AGRICULTURE
FARM SERVICE AGENCY
ROUTINE SERVICING
Payment Reminder Report

Page #
Date
TOD

STATE: XXXXXXXXXXXXXXXX
DISTRICT: 599
SERVICING OFFICE: 99-399 XXXXXXXXXXXXXXXX
COUNTY: XXXXXXXXXXXXXXX
PROGRAM TYPE: All
INSTALLMENT DUE DATE: 10/01/2009 to 9/30/2010

FLP MAIL CODE	SVC OFFICE	CUSTOMER NAME	ADDRESS	CASE NUMBER	LOAN NBR	LOAN DATE/ LOAN AMOUNT	PRINCIPAL BALANCE/ DAILY INT ACC	INSTMNT DATE/ INSTMNT AMOUNT	TOTAL AMOUNT DUE	
99-399	XXXXXXXX	XXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXX XX 99999	99-999-9999	99	99/99/9999 $999,999.99	$999,999.99 $99.9999	99/99/9999 $999,999.99	$99,999.99	*
99-399	XXXXXXXX	XXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXX XX 99999	99-999-9999	9999/99999	99/99/9999 $999,999.99	$999,999.99 $99.9999	99/99/9999 $999,999.99	$99,999.99	+
99-399	XXXXXXXX	XXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXX XX 99999	99-999-9999	99	99/99/9999 $999,999.99	$999,999.99 $99.9999	99/99/9999 $999,999.99	$99,999.99	
99-399	XXXXXXXX	XXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXX XX 99999	99-999-9999	99	99/99/9999 $999,999.99	$999,999.99 $99.9999	99/99/9999 $999,999.99	$99,999.99	* +

* THIS MAY INCLUDE PAST DUE AMOUNTS.

+ DOES NOT INCLUDE ADVANCE UNPAID BALANCES.

604 Borrower Financing Statement Monitoring Report

A Overview

The Borrower Financing Statement Monitoring Report lists information about security filings.

B Example of Borrower Financing Statement Monitoring Report

Following is an example of the Borrower Financing Statement Monitoring Report.

EXAMPLE: Select State
By Servicing Office

UNITED STATES DEPARTMENT OF AGRICULTURE
FARM SERVICE AGENCY
DIRECT LOAN SERVICING
Borrower Financing Statement Monitoring Report

Page #
Date
TOD

STATUS: Active
STATE: XXXXXXXXXXXXXXXX
DISTRICT: 599
SERVICING OFFICE: 99-399 XXXXXXXXXXXXXXXX
COUNTY: XXXXXXXXXXXXXXX
PROGRAM TYPE: All
NO DATE SELECTED

FLP MAIL CODE	SVC OFFICE	BORROWER NAME	CASE NBR	ORIGINAL FILING NUMBER/ ORIGINAL FILING DATE	ST/CTY WHERE FILED	SECURITY INSTRUMENT TYPE	SECURITY TYPE	ALERT DATE	EXPIRATION DATE	TERMINATION DATE
99-399	XXXXXXXX	XXXXXXXXXXXXXXXXXXX	99-999-9999	0702154780	99-099	UCC	XXXXXXXXXXXXXXX	99/99/9999	99/99/9999	99/99/9999
				99/99/9999						
99-399	XXXXXXXX	XXXXXXXXXXXXXXXXXXX	99-999-9999	0702154780	99-099	MVL	XXXXXXXXXXXXXXX	99/99/9999	99/99/9999	99/99/9999
				99/99/9999						
99-399	XXXXXXXX	XXXXXXXXXXXXXXXXXXX	99-999-9999	0702154780	99-099	EFS	XXXXXXXXXXXXXXX	99/99/9999	99/99/9999	99/99/9999
				99/99/9999						
99-399	XXXXXXXX	XXXXXXXXXXXXXXXXXXX	99-999-9999	0702154780	99-099	FFS	XXXXXXXXXXXXXXX	99/99/9999	99/99/9999	99/99/9999
				99/99/9999						
99-399	XXXXXXXX	XXXXXXXXXXXXXXXXXXX	99-999-9999	0702154780	99-099	CFS	XXXXXXXXXXXXXXX	99/99/9999	99/99/9999	99/99/9999
				99/99/9999						

SECURITY INSTRUMENT TYPE:
UCC – Uniform Commercial Code
CFS – Centralized Filing System
EFS – Effective Filing System
FFS – Fixture Filing Statement
MVL – Motor Vehicle Lien
INL – In-Lieu Financing Statement

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

None.

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
CCC-185	Loan Application and Approval for Farm Storage and Drying Equipment Loan Program		33, 37
CCC-186	Farm Storage Facility Loan Program Promissory Note and Security Agreement		401, 402
CCC-257	Schedule of Deposit		462, 501
FSA-13-A	Data Security Access Authorization Form		20
UCC-1	National Financing Statement		2, 401

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
FLPIDS	Farm Loan Program Information Delivery System	4, 600, Ex. 2
FP	Farm Program	20, Ex. 2

Redelegations of Authority

None.

Definitions of Terms Used in This Handbook

Borrower

Borrower means a single borrower or a borrower who has a co-borrower/co-signer/guarantor.

Note: Borrower also means the applicant before a loan is approved.

Customer Profile

Customer profile is a summary of account information for a borrower. This is for both FLP loans and FSFL's.

Direct Loan System (DLS)

DLS is an Intranet-based web application that is part of FLPIDS. DLS is comprised of the following modules:

- Loan Making
- Customer Management
- Routine Servicing
- Special Servicing
- Transaction Manager.

Note: DLS is used to record, track, monitor, and process various account actions related to making and managing FLP loans and FSFL's.

Disposition

Disposition is the decision for the loan, such as approved or disapproved.

Farm Business Plan (FBP)

FBP is a web-based software that captures the financials of a loan applicant. FBP is used to determine credit worthiness. Only authorized FSA employees with "FLP" role have access.

FLP Employees

FLP employees mean State and County Office employees who administer FLP's.

FP Employees

FP employees mean State and County Office employees who administer FP's, such as Price Support, Conservation, and Disaster

Definitions of Terms Used in This Handbook (Continued)

Loan Package

Loan package consists of an application and other necessary information to make a loan determination. For FSFL, the loan package will contain either of the following:

- partial and final loan applications
- only final application.

Loans

Loans mean FSFL's only.

Payment

Payment is the amount paid by a borrower on their FSFL. In the System 36, this was known as a "repayment".

Related Entity

Related entity is any person or persons other than the borrower who is responsible for the debt on the loan. Related entities are a co-borrower, co-signer, or guarantor.

Users

Users mean FSA employees with Level II eAuthentication access to DLS, **except** where specifically noted.