

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
(Revision 1)

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

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Washington, DC 20250

**Web-Based Farm Storage
Facility Loan Program Functions
2-FSFL (Revision 1)**

Amendment 1

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reason for Revision

This handbook has been revised to update procedure for the web-based FSFL function in the Direct Loan System (DLS).

B Obsolete Handbook

2-FSFL is obsolete.

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Part 1 General Information

1 Handbook Coverage

A Purpose

This handbook provides 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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sugar-related facility loans	12-SU.

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 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.

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.

- 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 is needed for authorized FLP employees.

- FP employees with FLP loan approval authority will have access for FLP loans as requested on 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

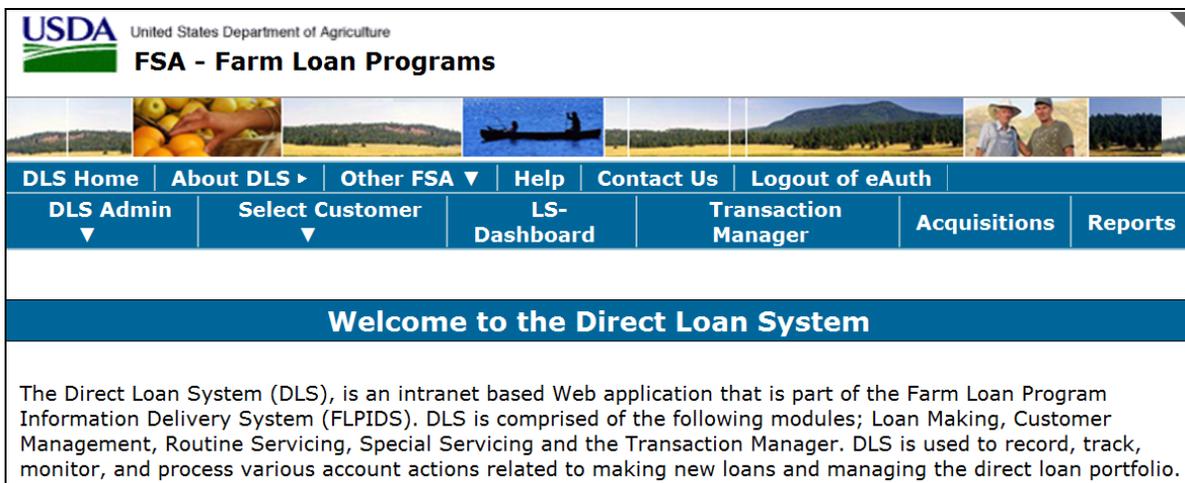
From the FSA Intranet Application Page:

- 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.



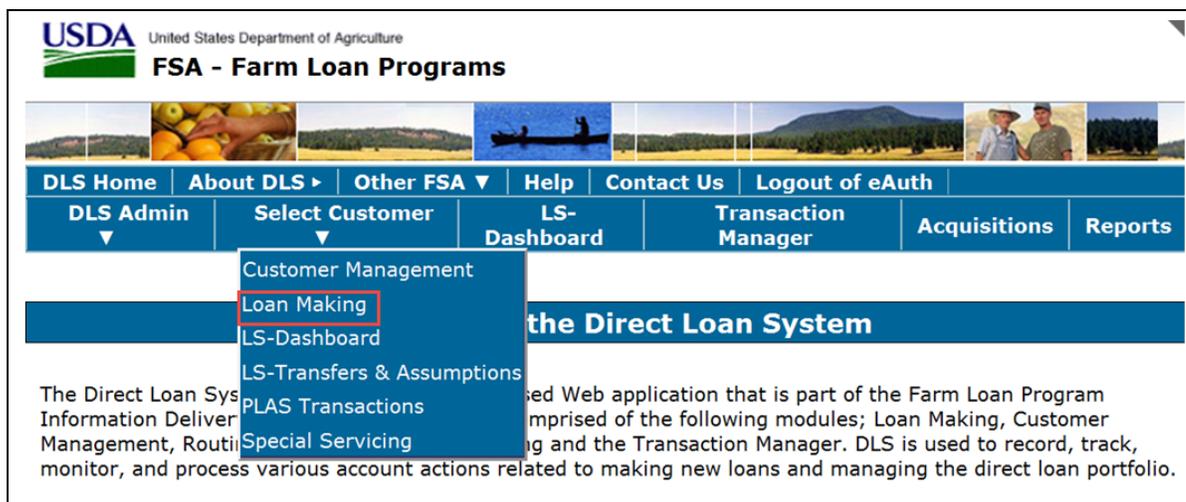
22 Selecting Borrowers

A Overview

Before initiating any FSFL process, select the borrower 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.

FSA - Farm Loan Programs - Customer Management

DLS Home | About DLS ▶ | Other FSA ▼ | Help | Contact Us | Logout of eAuth
DLS Admin ▼ | Select Customer ▼ | LS-Dashboard | Transaction Manager | Acquisitions | Reports

Customer Management
Loan Making
LS - Transfer/Assumption
LS - Dashboard
FSFL Loan Servicing
Special Servicing
Transactions

Message: The selected Customer (CCID: 11844809) does not match any existing DLS/FLP Customer. Please create a corresponding DLS/FLP customer.

Customer Profile

SCIMS Information

Customer Name:	IM Borrower	Customer Type:	Individual
Title:		Business Type:	Individual
Delivery Address:	Any Street	Email:	
City, State:	Anytown, State	Marital Status:	Unknown N/A
Zip:	12345		
Tax ID:	123456789	Tax ID Type:	S Social Security
Birth Date:		Gender:	Male
Employee Relationship:	Not an Employee	Race Type:	White
Ethnicity Type:	Not Hispanic	Veteran:	No
Phone(s):			

State/County

State/County:: 18066 - KS/Nemaha ▼
Service Center: 18366 - KS/SENECA/20131

Submit Cancel

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 is displayed for all existing borrowers in DLS.

Process Application

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

Action:

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

24-30 (Reserved)

Part 3 Loan Making

Section 1 Loan Information and Application Fees

31 Adding a Loan Package for New Applications

A Overview

A loan package contains either of the following:

- final loan
- partial and final loan.

Important: A partial and final loan **must** be in the same loan package.

“Loan Making” is divided into the following 6 screens:

- Loan Info
- Application Fee
- Related Entities
- Facility
- Farm Production
- Disposition.

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.

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.

31 Adding a Loan Package for New Applications (Continued)

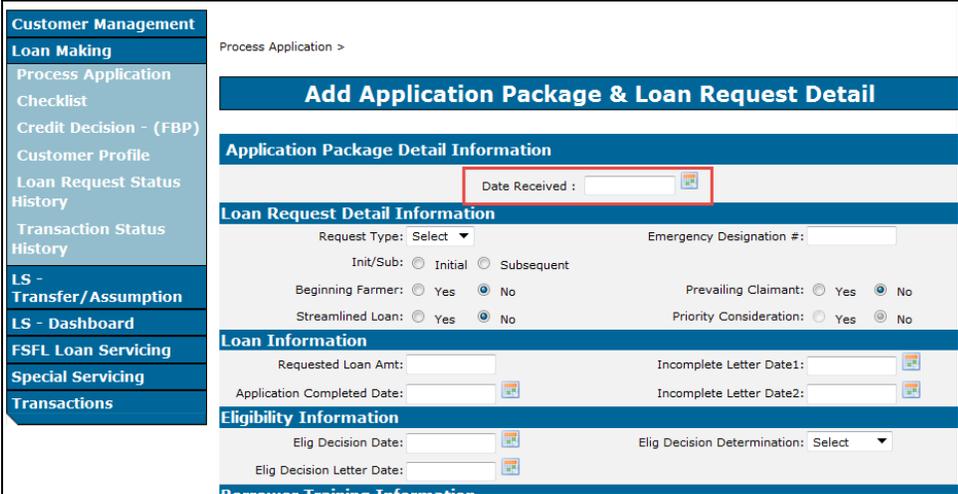
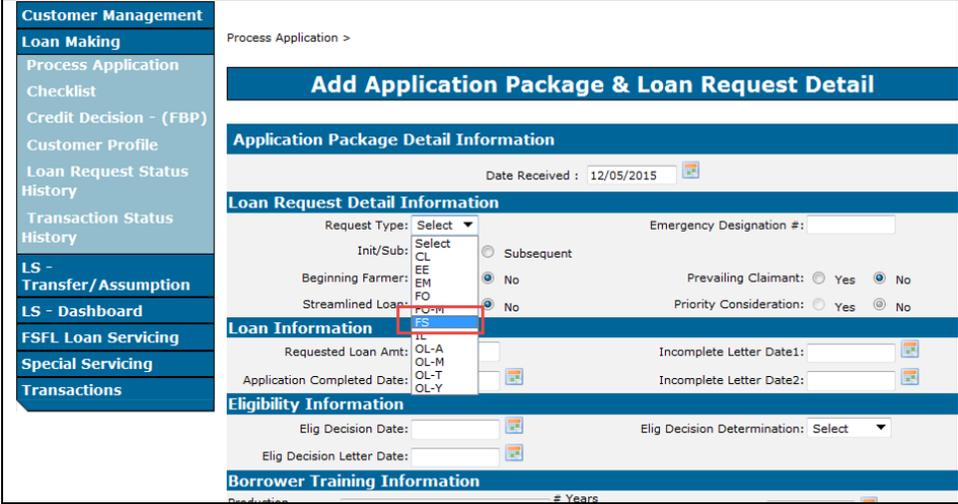
B Action

Add a new loan according to the following table.

Step	Action
1	<p>Select the borrower according to paragraph 22.</p> <div data-bbox="381 506 1341 1024"> </div> <p>On the Process Application Screen CLICK “Add Package”.</p>
2	<p>Scroll to the bottom of the Customer Profile Screen.</p> <div data-bbox="381 1171 1341 1795"> </div> <p>CLICK “Cont to Loan Req”.</p>

31 Adding a Loan Package for New Applications (Continued)

B Action (Continued)

Step	Action
3	<p>The Add Application Package & Loan Request Detail Screen will be displayed.</p>  <p>In the “Date Received” field, enter the date the application was receive in the County Office by doing either of the following:</p> <ul style="list-style-type: none"> entering the date in the “mm/dd/yyyy” format clicking the calendar icon. <p>Note: If “Date Received” field is left blank the system will automatically populate the current date after “FS” on the next screen.</p>
4	<p>The request type for all FSFL’s is “FS” and must be selected in the Loan Request Detail Information Section.</p>  <p>Using the drop-down select “FS” for the Request Type.</p>

31 Adding a Loan Package for New Applications (Continued)

B Action (Continued)

Step	Action
5	<p>After the request type has been selected, the Add Application Package & Loan Request Detail Screen will be displayed.</p> <div data-bbox="381 468 1344 961" style="border: 1px solid black; padding: 5px;"> </div> <p>Complete the initial application process according to paragraph 32 through 80 as applicable.</p>

32 Loan Information

A Overview

The “Loan Info” tab contains general information about the loan. The Add Application Package & Loan Request Detail Screen captures general loan information for the loan.

32 Loan Information (Continued)

B Example of Add Application Package & Loan Request Detail Screen

Following is an example of the Add Application Package & Loan Request Detail Screen after “FS” is selected according to subparagraph 31 B.

C Field Descriptions and Actions

The following table provides the field descriptions and actions for the Add Application Package & Loan Request Detail Screen.

Field/Button	Description	Action
Application Package Detail Information		
Date Received	The date the signed CCC-185 is received in the County Office. Note: If the date was entered according to subparagraph 31 B, Step 3 the date will be populated.	Enter the date received if not already displayed. Note: A blue warning message will be displayed if the date entered is greater than 7 calendar days before the current date. Review and confirm that the date entered is corrected before clicking “ Submit & Next ”.

32 Loan Information (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Application Package Detail Information (Continued)		
Request Type	“FS” means “Farm Storage”.	
FSFL Loan Information		
FSA Admin State	The office location of the applicant’s administrative State and County Office. See 1-FSFL, subparagraph 68 B.	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 in dollars and cents. 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. Note: 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.	Select “ Partial ” or “ Final ”. Note: The system defaults to “ Final ”.
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 at time of application that the loan will not be approved in the current FY. Note: After the loan is submitted in DLS, the fiscal year cannot be changed.	Using the drop-down list, select the fiscal year. Note: This field is defaulted to the current FY and cannot be changed unless the loan is requested in August or September.

32 Loan Information (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
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 length of the loan in number of years.	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: 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: <ul style="list-style-type: none"> enter the date in the “mm/dd/yyyy” format click the calendar icon. Note: Users cannot delete the “Application Complete Date” after clicking “Submit”.
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:
Incomplete Letter Date2	The date the second letter was mailed to the applicant requesting additional information.	<ul style="list-style-type: none"> enter the date in the “mm/dd/yyyy” format click the calendar icon. Note: Users cannot delete the “Application Complete Date” after clicking “Submit”.
Purpose of Loan	A free-form field to enter the reason for requesting the loan.	Enter the purpose for the loan.
Submit & Next	Proceeds to the Application Fee Screen; information is saved.	CLICK “Submit & Next”.
Cancel	Returns to the Process Application Screen; information is not saved	CLICK “Cancel”.

33 Application Fee

A Overview

All application fees for FSFL are:

- entered in DLS
- transmitted automatically from DLS to NRRS.

Important: County Offices shall not use NRRS to submit FSFL application fees.

The “Application Fee” tab contains a series of screens that allow the user to:

- enter application fee details
- update or delete application fee details that have not been transmitted to NRRS
- delete application fee details that have been transmitted to NRRS.

Note: Subsequent application fees can be entered until the check has been requested for loan closing.

B Example of Initial Application Fee Screen

Following is an example of the Initial Application Fee Screen before the application fee has been entered.

33 Application Fee (Continued)

C Action

From the Application Fee Screen CLICK:

- “Add Payment” to proceed to the Application Fee Details Screen
- “Previous” to return to the Loan Information Screen
- “Cancel” to return to the Process Application Screen.

Note: If “Cancel” is selected and the loan needs to be:

- re-accessed, select “Update Loan Request” from the drop-down list on the Process Application Screen before proceeding forward
- deleted, select “Delete” Loan Request” from the drop-down list on the Process Application Screen and delete loan according to paragraph 104.

Note: Obligated loans cannot be deleted, only withdrawn. See paragraph 103.

34 Adding Application Fee Details

A Overview

The Application Fee Screen allows the user to enter all remittance details associated with the application fee.

B Example of Remittance Details on Application Fee Screen

Following is an example of the remittance details on the Application Fee Screen before details have been entered.

The screenshot displays the 'Application Fee' screen. On the left is a navigation menu with categories: Customer Management, Loan Making (Process Application Checklist, Credit Decision - (FBP), Customer Profile, Loan Request Status History, Transaction Status History), LS - Transfer/Assumption, LS - Dashboard, FSFL Loan Servicing, Special Servicing, and Transactions. The main content area has a blue header 'Application Fee' and two tabs: 'Loan Info' and 'App Fee'. Below the tabs, a note states 'All required fields are denoted by an asterisk (*)'. The 'Remittance Details' section includes a radio button selection for 'Existing' (unselected) and 'New' (selected). Below this are several required fields: Remitter Name (dropdown menu), Remittance Type (dropdown menu), Remittance State (dropdown menu), Office (dropdown menu), Remittance Amount (text input), Check/Item Number (text input), and Remittance County (dropdown menu). The 'Payment Type' section shows 'Payment Type' set to 'Application Fee'. The 'Payment Details' section includes 'Payment Amount' and 'Payment Date' (with a calendar icon). At the bottom are 'Submit' and 'Cancel' buttons.

34 Adding Application Fee Details (Continued)

C Field Descriptions and Actions for Remittance Details

The following table provides the field descriptions and actions for entering the remittance details on the Application Fee Screen.

Field/Button	Description	Action
Remittance Details		
Existing/New	Allows the user to select a new or an existing remittance.	<p>“New” is the default value.</p> <p>Select “Existing” when correcting an application fee that is in an “Active verified” status.</p>
Remitter Name	<p>The name of the person or persons submitting the payment.</p> <p>Note: The remitter can be someone other than the borrower.</p>	<p>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”.</p> <p>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.</p>
Remittance Amount	<p>Enter the total remittance being submitted. It must be equal to the payment amount.</p> <p>Note: A future release will allow the remittance amount to be greater than the payment amount.</p>	Enter the amount in increments of \$100.00
Remittance Type	<p>The type of remittance. The following options are available:</p> <ul style="list-style-type: none"> • cash • cashier’s check • check • money order • multi-party check • wire. 	Using the drop-down list, select the applicable remittance type.

34 Adding Application Fee Details (Continued)

C Field Descriptions and Actions for Remittance Details (Continued)

Field/Button	Description	Action
Remittance Details (Continued)		
Check/Item Number	The number associated with the remittance type, such as check number.	Enter the number associated with the check/item number. Note: The field is grayed out when “Cash” has been selected.
Remittance State	The State where the application fee was accepted. Note: Borrowers can only submit an application fee in states they are associated with.	Using the drop-down list, select the applicable State.
Office	The Service Center associated with the State and county selected.	Using the drop-down list, select the Service Center.
Payment Type		
Payment Type	The type of payment. “Application Fee” is the only available type and this field is grayed out.	
Payment Amount	The total payment amount must equal the total remittance amount. Note: A future enhancement will allow the payment amount to be less than the remittance amount.	Enter the remittance amount.
Payment Date	The date the payment was received in the Service Center	Enter the date by doing either of the following: <ul style="list-style-type: none"> • enter the date in the “mm/dd/yyyy” format • click the calendar icon.

34 Adding Application Fee Details (Continued)

C Field Descriptions and Actions for Remittance Details (Continued)

Field/Button	Description	Action
Payment Type (Continued)		
Submit	The remittance information is saved and ready to transmit to NRRS. The Application Fee Summary Screen will be displayed.	CLICK “Submit”.
Cancel	Returns to the Application Fee Screen; information is not saved.	CLICK “Cancel”.

35 Finalizing Application Fee Details

A Overview

After the application fee details have been entered according to paragraph 34, the user will be able to submit the application fee details to NRRS.

B Example of Application Fee Screen Before Submitting to NRRS

The following is an example of the Application Fee Screen after application details have been entered but before the details have been submitted to NRRS. The status is “Pending”.

Application Fee Details							
Payment Date	Remitter Name	Remittance Amount	Remittance Type	FSA Office	Check/Item Number	Payment Amount	Status
12/05/2015	IM Remitter	\$100.00	Check	ADAIR, IA	12345	\$100.00	Pending

Total Application fee used: \$0.00
 Total Application fee available: \$0.00
 Total Application fee: \$100.00

35 Finalizing Application Fee Details (Continued)

C Actions

On the Application Fee Pending Screen CLICK:

- “Submit Payments” to submit application fee to NRRS
- “Add Payment” to add another application fee according to paragraph 34
- “Previous” to return to the Loan Information Screen; see paragraph 32
- “Cancel” to return the Process Application Screen; information entered is saved.
- radio button next to specific payment to update or delete the payment; see paragraph 36.

36 Modifying Application Fee Details

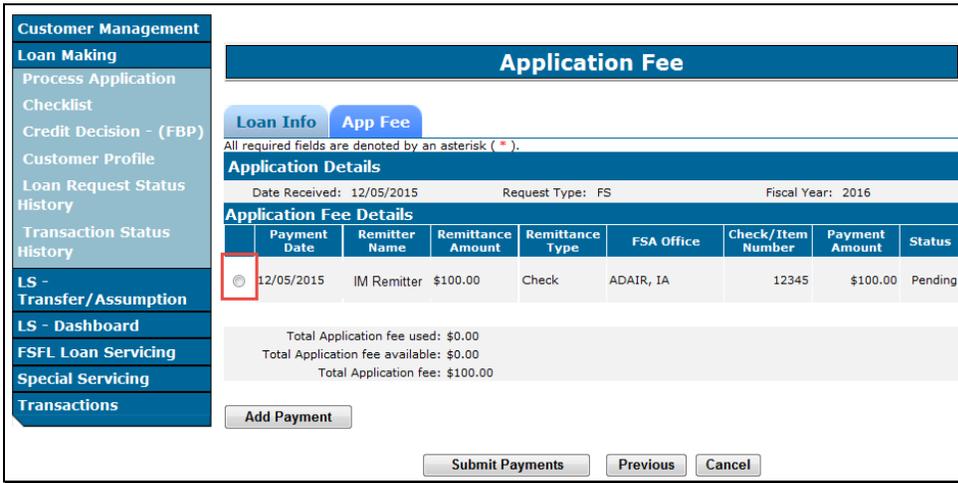
A Overview

Application fee details may be modified before submitting to NRRS.

After the application fee has been successfully submitted to NRRS, the only option is to delete the application payment and re-enter.

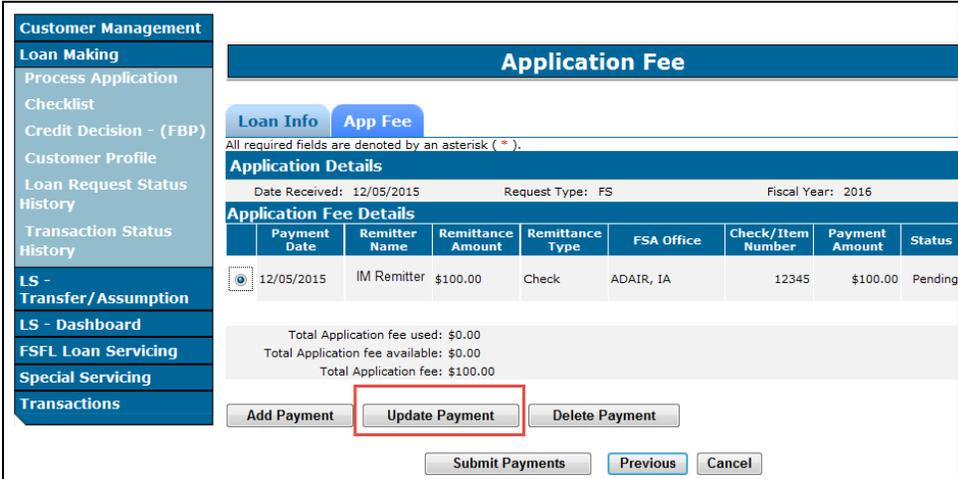
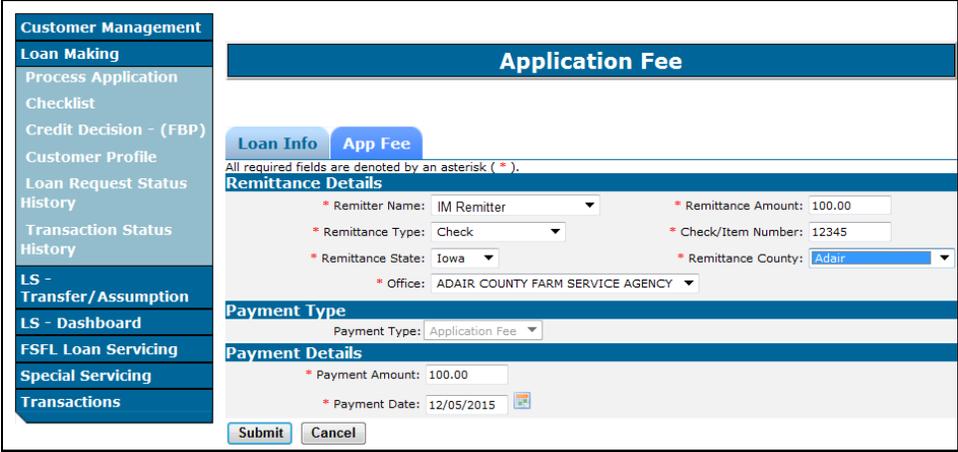
B Action

Modify the application fee details according to the following table.

Step	Action																	
1	<p>On the following Application Fee Screen,</p>  <p>The screenshot shows the 'Application Fee' screen with a navigation menu on the left. The main content area includes 'Application Details' with fields for Date Received (12/05/2015), Request Type (FS), and Fiscal Year (2016). Below this is a table of 'Application Fee Details' with columns: Payment Date, Remitter Name, Remittance Amount, Remittance Type, FSA Office, Check/Item Number, Payment Amount, and Status. The first row contains: 12/05/2015, IM Remitter, \$100.00, Check, ADAIR, IA, 12345, \$100.00, Pending. A red box highlights the radio button in the first column of this row. At the bottom of the screen are buttons for 'Add Payment', 'Submit Payments', 'Previous', and 'Cancel'.</p> <table border="1"> <thead> <tr> <th>Payment Date</th> <th>Remitter Name</th> <th>Remittance Amount</th> <th>Remittance Type</th> <th>FSA Office</th> <th>Check/Item Number</th> <th>Payment Amount</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>12/05/2015</td> <td>IM Remitter</td> <td>\$100.00</td> <td>Check</td> <td>ADAIR, IA</td> <td>12345</td> <td>\$100.00</td> <td>Pending</td> </tr> </tbody> </table> <p>Click the radio button next to the payment to be modified.</p>	Payment Date	Remitter Name	Remittance Amount	Remittance Type	FSA Office	Check/Item Number	Payment Amount	Status	<input type="radio"/>	12/05/2015	IM Remitter	\$100.00	Check	ADAIR, IA	12345	\$100.00	Pending
Payment Date	Remitter Name	Remittance Amount	Remittance Type	FSA Office	Check/Item Number	Payment Amount	Status											
<input type="radio"/>	12/05/2015	IM Remitter	\$100.00	Check	ADAIR, IA	12345	\$100.00	Pending										

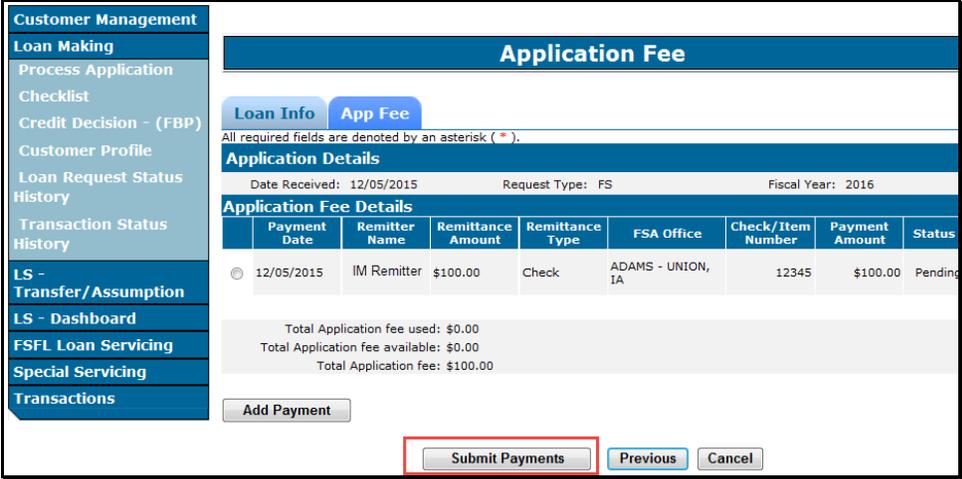
36 Modifying Application Fee Details (Continued)

B Action (Continued)

Step	Action
2	<p>The “Update Payment” and “Delete Payment” buttons will be displayed.</p>  <p>The screenshot shows the 'Application Fee' screen with a sidebar on the left containing navigation options like 'Customer Management', 'Loan Making', and 'Transactions'. The main content area has tabs for 'Loan Info' and 'App Fee'. Below the tabs, there are sections for 'Application Details' (Date Received: 12/05/2015, Request Type: FS, Fiscal Year: 2016) and 'Application Fee Details' which includes a table with columns: Payment Date, Remitter Name, Remittance Amount, Remittance Type, FSA Office, Check/Item Number, Payment Amount, and Status. The table contains one entry: 12/05/2015, IM Remitter, \$100.00, Check, ADAIR, IA, 12345, \$100.00, Pending. Below the table, there are summary statistics and three buttons: 'Add Payment', 'Update Payment' (highlighted with a red box), and 'Delete Payment'. At the bottom, there are 'Submit Payments', 'Previous', and 'Cancel' buttons.</p>
3	<p>CLICK “Update Payment”</p> <p>The Application Fee Details Screen will be re-displayed</p>  <p>The screenshot shows the 'Application Fee' screen with the 'App Fee' tab selected. The 'Remittance Details' section contains several fields with asterisks indicating they are required: Remitter Name (IM Remitter), Remittance Amount (100.00), Remittance Type (Check), Check/Item Number (12345), Remittance State (Iowa), Remittance County (Adair), and Office (ADAIR COUNTY FARM SERVICE AGENCY). The 'Payment Type' section shows 'Payment Type' set to 'Application Fee'. The 'Payment Details' section shows 'Payment Amount' (100.00) and 'Payment Date' (12/05/2015). At the bottom, there are 'Submit' and 'Cancel' buttons.</p> <p>Modify details as applicable.</p>

36 Modifying Application Fee Details (Continued)

B Action (Continued)

Step	Action
<p>4</p>	<p>In this example the Remittance County was changed from “Adair, Iowa” to “Adams, Iowa”.</p>  <p>CLICK “Submit”.</p>
<p>5</p>	<p>The Application Fee Details will be updated accordingly</p>  <p>CLICK “Submit”.</p>

37 Submitting Application Fees to NRRS

A Overview

The Application Fee Screen will be displayed with a status transmission update once submitted to NRRS.

After “Submit Payment” has been clicked the “Status” field will be updated to 1 of the following statuses:

- “Success”
- “No Response”
- “Failure”.

B “Success” Transmission to NRRS

A status of “Success” indicates that all application fees has been successfully transmitted to NRRS the user will proceed to the Related Entities Screen and:

- associate the application fee to the borrower(s)
- attribute share percentages for when co-borrowers are present on the loan
- enter any applicable co-signers and or guarantors.

Note: Subsequent application fees can be entered at any time until the check has been requested for loan closing.

C Example of “Success” Transmission to NRRS

Following is an example of a successful transmission of remittance details to NRRS. The “Related Entities” (“RE”) tab is now available.

The screenshot shows the 'Application Fee' screen with a sidebar on the left containing navigation options like 'Customer Management', 'Loan Making', and 'Transactions'. The main content area has tabs for 'Loan Info', 'App Fee', and 'RE' (highlighted with a red box). Below the tabs, there's a table for 'Application Fee Details' with columns: Payment Date, Remitter Name, Remittance Amount, Remittance Type, FSA Office, Check/Item Number, Payment Amount, and Status. The first row shows a payment on 11/05/2015 for \$100.00 via check to ADAMS, IL, with a status of 'Success' (circled in green). Summary text below the table indicates: Total Application fee used: \$0.00, Total Application fee available: \$100.00, and Total Application fee: \$100.00. At the bottom, there are 'Add Payment', 'Next' (highlighted with a red box), 'Previous', and 'Cancel' buttons.

Payment Date	Remitter Name	Remittance Amount	Remittance Type	FSA Office	Check/Item Number	Payment Amount	Status
11/05/2015	IM Remitter	\$100.00	Check	ADAMS, IL	12345	\$100.00	Success

37 Submitting Application Fees to NRRS (Continued)

D Actions After “Success” Transmission to NRRS

On the screen CLICK:

- “Next” or the “RE” tab to proceed to the Related Entities Screen; see paragraph 60
- “Previous” to return to the Loan Information Screen
- “Cancel” to return the Process Application Screen. Application fee information entered is saved.

E “No Response” Transmission to NRRS

A status of “No Response” indicates that the application fee details attempted to be transmitted to NRRS but was unsuccessful. This will usually occur when NRRS is not available to receive transmissions.

The information is saved however the user will not be able to continue with the application process until the transmission is successful.

The screen will be updated to include a “Recovery” button which will allow the user to re-submit the application fee at a later time.

Note: An auto recovery process will be run nightly for all “No Response” statuses.

F Example of a “No Response” Status

Following is an example of a “No Response” status.

The screenshot shows a web application interface for 'Application Fee'. On the left is a navigation menu with options like 'Customer Management', 'Loan Making', and 'Transactions'. The main content area has a blue header 'Application Fee' and tabs for 'Loan Info' and 'App Fee'. Below the tabs, it states 'All required fields are denoted by an asterisk (*).' and shows 'Application Details' with 'Date Received: 12/05/2015', 'Request Type: FS', and 'Fiscal Year: 2016'. A table titled 'Application Fee Details' contains one row with the following data: Payment Date: 12/05/2015, Remitter Name: IM Remitter, Remittance Amount: \$100.00, Remittance Type: Check, FSA Office: ADAMS - UNION, IA, Check/Item Number: 12345, Payment Amount: \$100.00, and Status: No Response. The 'Status' cell is circled in green. Below the table, summary statistics show 'Total Application fee used: \$0.00', 'Total Application fee available: \$0.00', and 'Total Application fee: \$100.00'. At the bottom, there are buttons for 'Add Payment', 'Recover' (highlighted with a red box), 'Previous', and 'Cancel'.

Payment Date	Remitter Name	Remittance Amount	Remittance Type	FSA Office	Check/Item Number	Payment Amount	Status
12/05/2015	IM Remitter	\$100.00	Check	ADAMS - UNION, IA	12345	\$100.00	No Response

37 Submitting Application Fees to NRRS (Continued)

G Actions After a “No Response” Transmission

When the “Status” field displays a “No Response” an error message will be displayed instructing the user to retry at a later time.

CLICK:

- **“Cancel”** to return to the Process Application Screen; information will be saved
- **“Recover”** to re-submit the application fee to NRRS before the auto recovery process has run.

H “Failure” Status

When the “Status” field displays a “Failure”, an error message will be displayed indicating that application fee was not transmitted to NRRS.

This occurs when the user tries to delete an application fee that has already been verified on the Schedule of Deposit.

Note: Only remittances in an “Active-Verified” status can be re-submitted. See 64-FI, Part 4 for further instructions.

I Actions After a “Failure” Transmission

When the status displayed is “Failure”:

- follow 64-FI, Part 4 to activate the remittance
- retry submitting the application fee according to paragraph 36.

38 Deleting Application Fees

A Overview

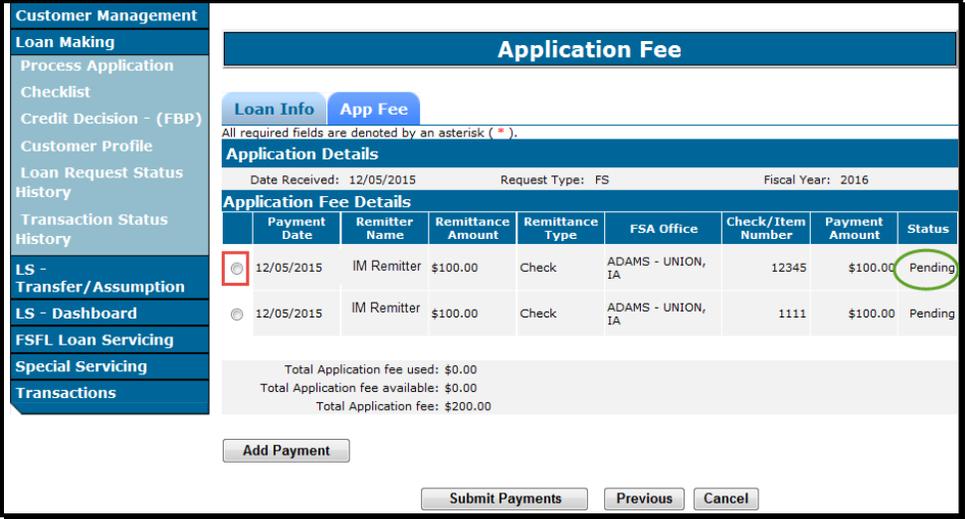
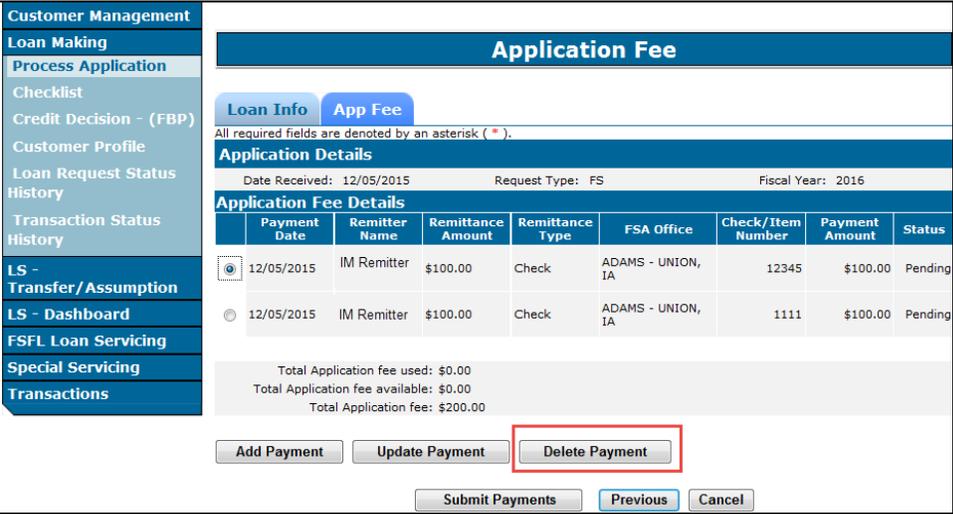
Application fees can only be deleted:

- before successful transmission to NRRS
- after successful transmission to NRRS and the remittance is an “Unscheduled” status
- after successful transmission to NRRS and the remittance is in an “Active-Verified” status.

38 Deleting Application Fees (Continued)

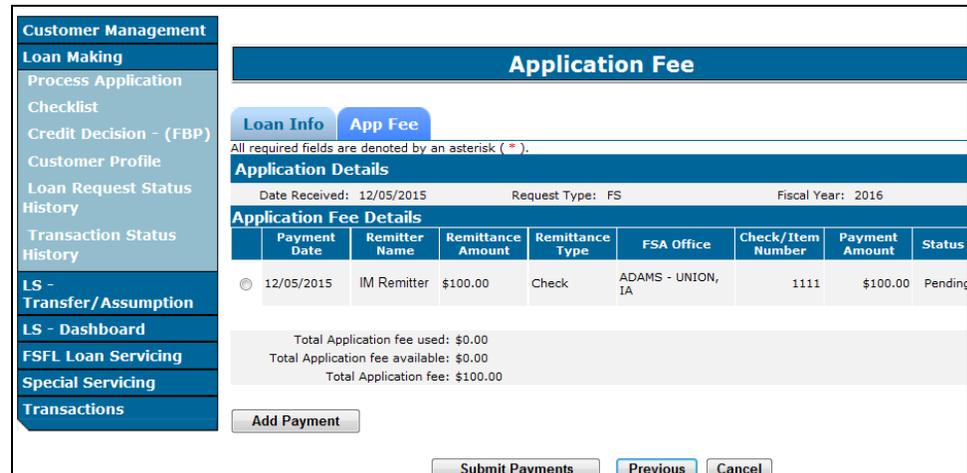
B Deleting Application Fee Before Successful Transmission to NRRS

Delete an application fee according to the following table.

Step	Action
1	<p>On the Application Fee Screen the “Status” is “Pending”.</p>  <p>The screenshot shows the 'Application Fee' screen. On the left is a navigation menu with 'LS - Transfer/Assumption' selected. The main area displays 'Application Fee' details for a payment received on 12/05/2015. A table lists two payments, both for \$100.00. The first payment (Check #12345) is selected with a radio button, and its status 'Pending' is circled in green. The second payment (Check #1111) is also 'Pending'. Summary statistics show \$0.00 used and \$200.00 available.</p>
2	<p>The “Delete Payment” button will be displayed</p>  <p>The screenshot shows the same 'Application Fee' screen as above. The radio button for the first payment is now selected. The 'Delete Payment' button at the bottom is highlighted with a red box. The status of the first payment is now 'Pending'.</p> <p>CLICK “Delete Payment”.</p>

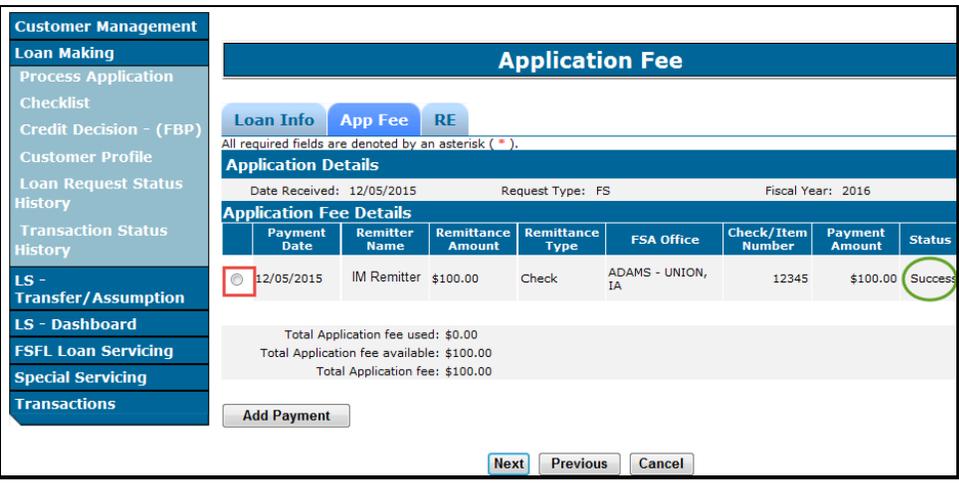
38 Deleting Application Fees (Continued)

B Deleting Application Fee Before Successful Transmission to NRRS (Continued)

Step	Action
3	<p>The payment is successfully deleted.</p>  <p>The screenshot shows the 'Application Fee' screen with a navigation menu on the left. The 'App Fee' tab is selected. Under 'Application Fee Details', a table lists one payment: 12/05/2015, IM Remitter, \$100.00, Check, ADAMS - UNION, IA, 1111, \$100.00, Pending. Summary statistics show: Total Application fee used: \$0.00, Total Application fee available: \$0.00, Total Application fee: \$100.00. Buttons for 'Add Payment', 'Submit Payments', 'Previous', and 'Cancel' are visible.</p>

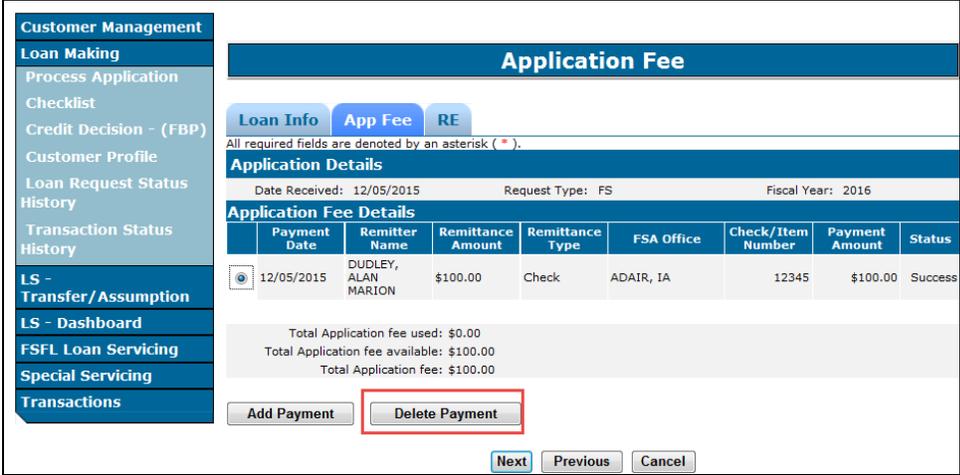
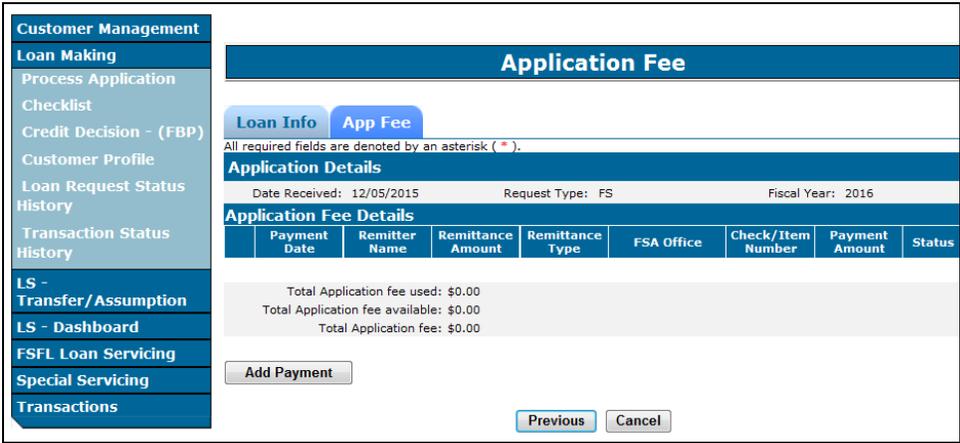
C Deleting Application Fee After Successful Transmission to NRRS

Delete an application fee that has been successfully submitted to NRRS according to the following table.

Step	Action
1	<p>On the Application Fee Screen the “Status” is “Success”.</p>  <p>The screenshot shows the 'Application Fee' screen with a navigation menu on the left. The 'RE' tab is selected. Under 'Application Fee Details', a table lists one payment: 12/05/2015, IM Remitter, \$100.00, Check, ADAMS - UNION, IA, 12345, \$100.00, Success. The 'Success' status is circled in green, and the radio button for the payment is circled in red. Summary statistics show: Total Application fee used: \$0.00, Total Application fee available: \$100.00, Total Application fee: \$100.00. Buttons for 'Add Payment', 'Next', 'Previous', and 'Cancel' are visible.</p> <p>Click the radio button of the applicable payment.</p>

38 Deleting Application Fees (Continued)

C Deleting Application Fee After Successful Transmission to NRRS (Continued)

Step	Action
2	<p>The “Delete Payment” button will be displayed.</p>  <p>CLICK “Delete Payment”.</p>
3	<p>The payment has been deleted.</p>  <p>Notes: If the payment is deleted after related entities were added according to paragraph 39, the corresponding borrower(s) will also be deleted in Related Entities.</p> <p>If the payment does not delete:</p> <ul style="list-style-type: none"> • an error message will be displayed • the status will change to “Failure”; see subparagraphs 37 H and I.

39-59 (Reserved)

Section 2 Related Entities**60 Related Entities Screen****A Overview**

All primary borrowers and any applicable co-borrowers, co-signers, and guarantors on a loan must be entered in the Related Entities Screen.

The Related Entities Screen allows the user to:

- associate the application fee to the borrower(s)
- allocate shares when co-borrowers exist
- enter co-signers and guarantors.

Note: Related entities may be entered and or modified until the check has been requested for loan closing.

B Action

When the loan:

- is for a single borrower, see paragraph 61
- is for multiple borrowers, see paragraph 62
- has co-signers or guarantors, see paragraph 62.

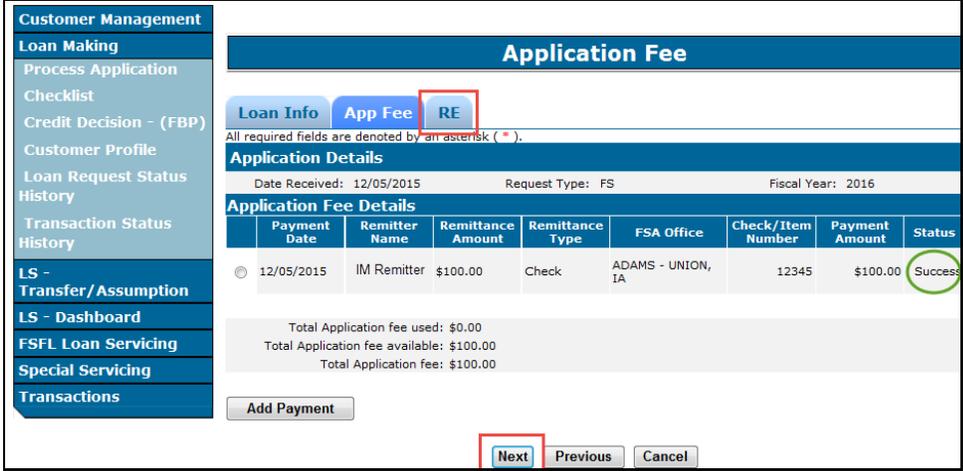
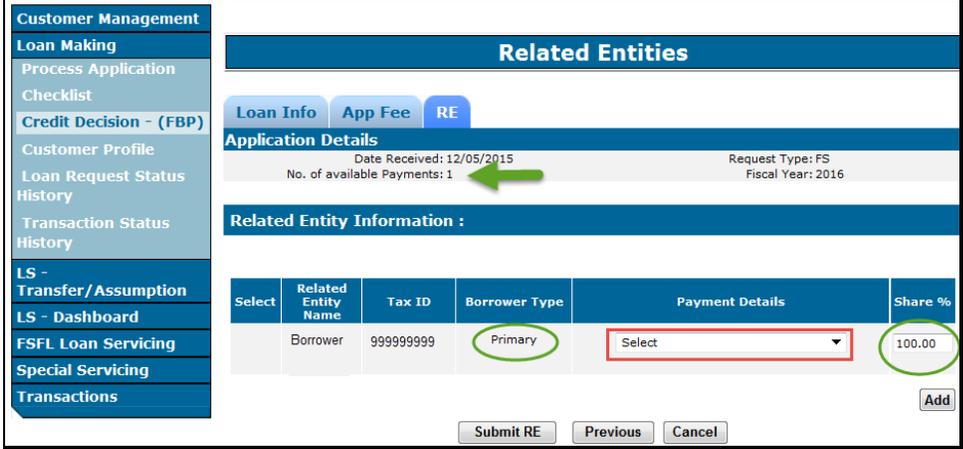
61 Adding Related Entities for a Single Borrower**A Overview**

Loans with a single borrower will be recorded in the Related Entities Screen as the primary borrower.

61 Adding Related Entities for a Single Borrower (Continued)

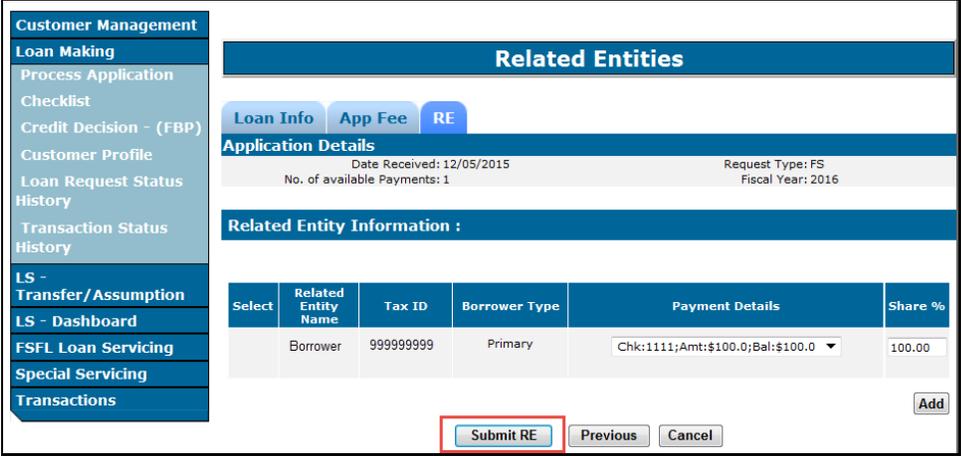
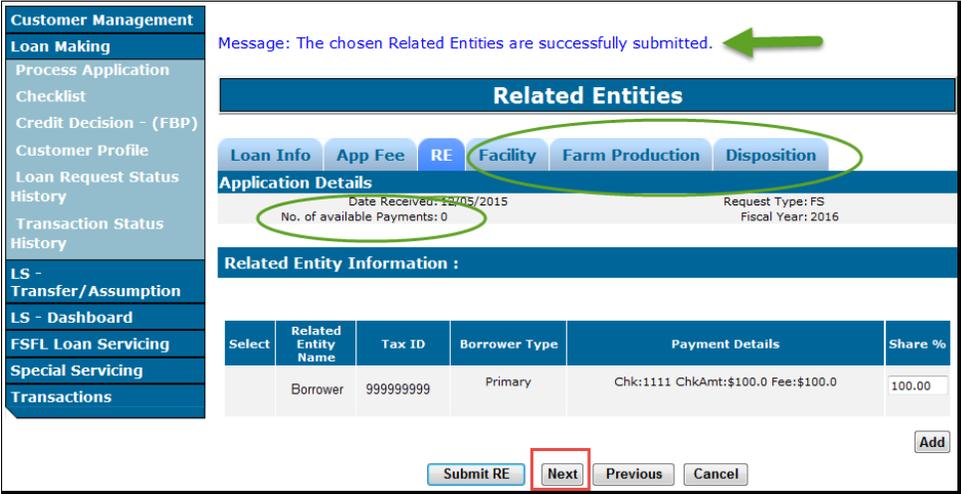
B Associating Payment Details to a Single Borrower

Complete the Related Entities Screen for a loan with a single borrower according to the following table.

Step	Action
1	<p>After the application fee has been successfully transmitted to NRRS according to paragraph 37, the Application Fee Screen will display the “RE” tab.</p>  <p>CLICK “Next” or the “RE” tab.</p>
2	<p>The Related Entities Screen will be displayed.</p> <p>Before the payment details are associated to the borrower, the number of available payments is displayed as “1”.</p> <p>The “Borrower Type” displayed is “Primary” and the Share Percentage is 100%.</p>  <p>CLICK the “Payment Details” field.</p>

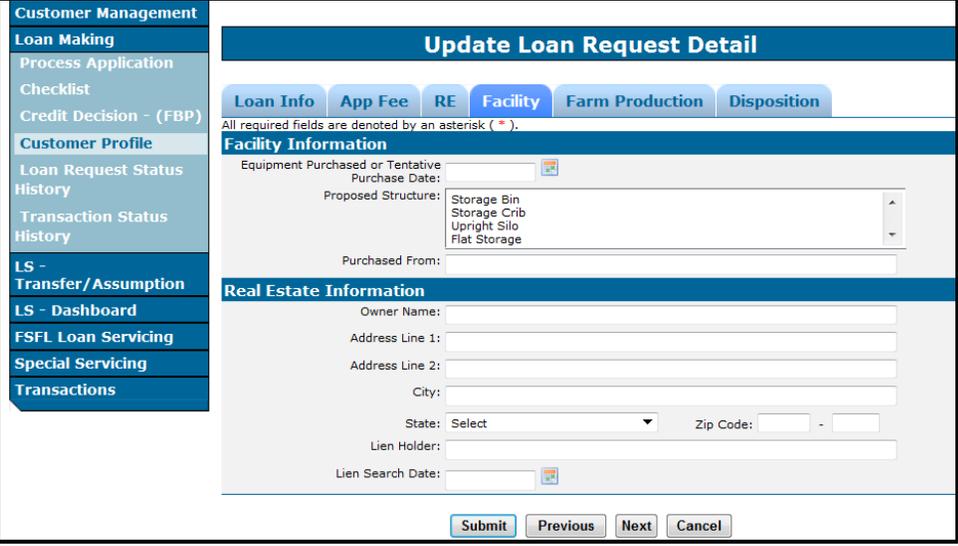
61 Adding Related Entities for a Single Borrower (Continued)

B Associating Payment Details to a Single Borrower (Continued)

Step	Action
3	<p>The payment details will be displayed.</p>  <p>CLICK “Submit RE”.</p>
4	<p>The following message will be displayed, “<i>The chosen Related Entities are successfully submitted.</i>”</p> <p>Notes: Error messages will be displayed if there are errors. Errors must be corrected before proceeding.</p> <p>The number of available payments has been updated to “0”.</p> <p>The remaining loan making tabs are now available.</p>  <p>CLICK “Next”.</p>

61 Adding Related Entities for a Single Borrower (Continued)

B Associating Payment Details to a Single Borrower (Continued)

Step	Action
5	<p>The Facility Screen will be displayed.</p>  <p>The screenshot shows a web application interface. On the left is a navigation menu with categories like 'Customer Management', 'Loan Making', 'Customer Profile', 'LS - Transfer/Assumption', 'LS - Dashboard', 'FSFL Loan Servicing', 'Special Servicing', and 'Transactions'. The main content area is titled 'Update Loan Request Detail' and has tabs for 'Loan Info', 'App Fee', 'RE', 'Facility', 'Farm Production', and 'Disposition'. The 'Facility' tab is active. Below the tabs, there is a note: 'All required fields are denoted by an asterisk (*).' The 'Facility Information' section includes fields for 'Equipment Purchased or Tentative Purchase Date', 'Proposed Structure' (with a dropdown menu containing 'Storage Bin', 'Storage Crib', 'Upright Silo', and 'Flat Storage'), and 'Purchased From'. The 'Real Estate Information' section includes fields for 'Owner Name', 'Address Line 1', 'Address Line 2', 'City', 'State' (a dropdown menu), 'Zip Code', 'Lien Holder', and 'Lien Search Date'. At the bottom of the form are buttons for 'Submit', 'Previous', 'Next', and 'Cancel'.</p> <p>See paragraph 80 to complete the facility information.</p>

62 Adding Related Entities for Multiple Borrowers

A Overview

Multiple borrower loans:

- have a primary borrower
- have 1 or more co-borrowers
- may have co-signers
- may have guarantors.

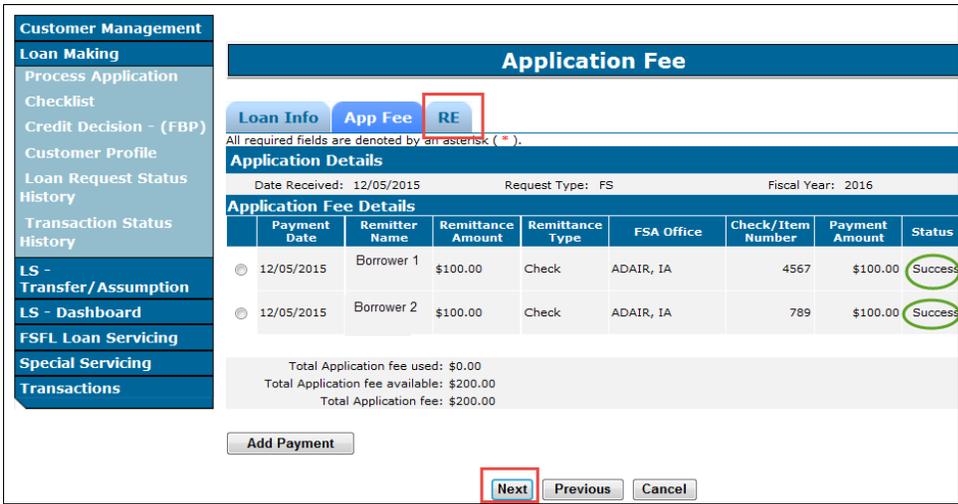
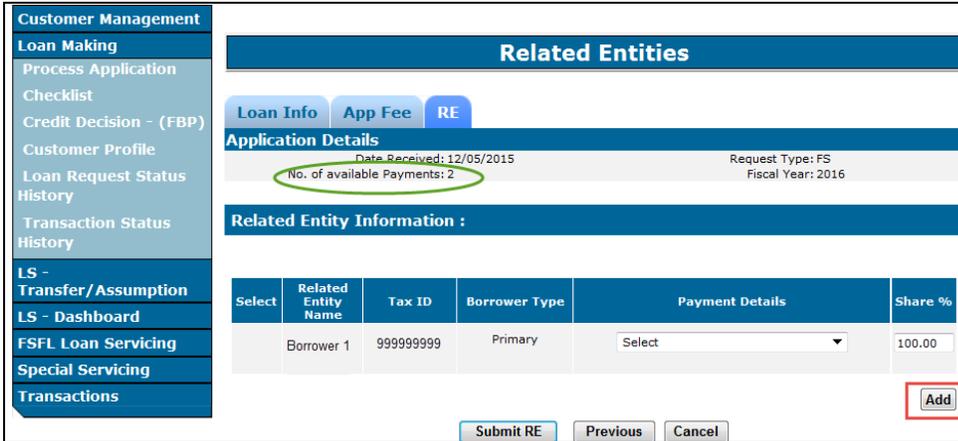
Application fees can be accepted as:

- a single remittance
- multiple remittances.

62 Adding Related Entities for Multiple Borrowers (Continued)

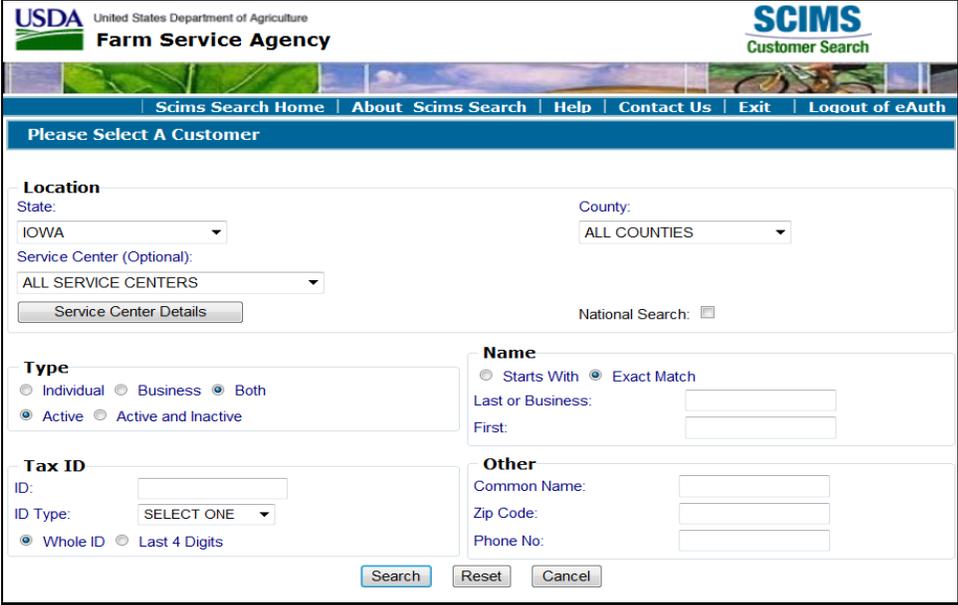
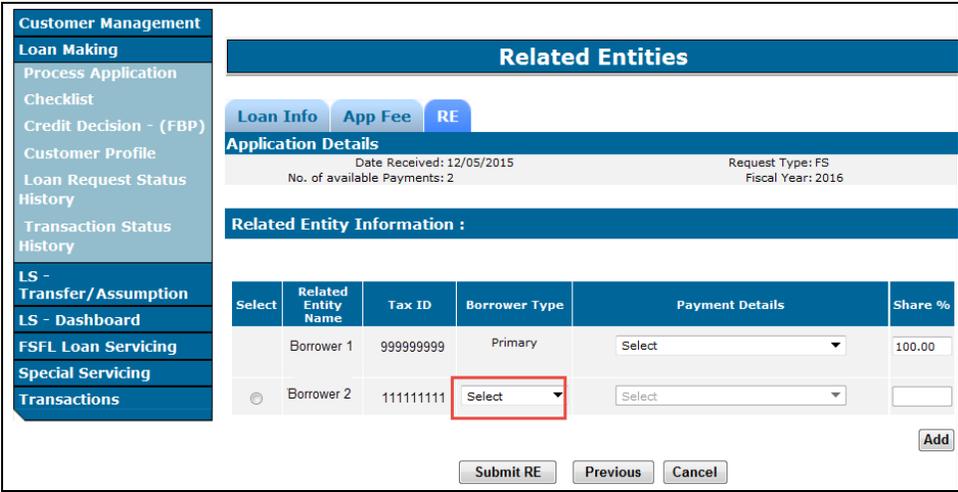
B Adding Related Entities for Multiple Remittances

Add the related entities with multiple remittances according to the following table.

Step	Action
1	<p>After the application fees has been successfully transmitted to NRRS according to paragraph 37, the “RE” tab will be available.</p>  <p>CLICK “Next” or “RE”.</p>
2	<p>All borrowers must be selected before associating the application fee to the specific borrower.</p> <p>Notes: The primary borrower will always be the borrower who was selected on the Process Application Screen according to paragraph 31.</p> <p>The number of available payments is the total number of \$100 remittances submitted that have not been associated with a borrower. The number will decrease when payments are associated to a borrower.</p>  <p>CLICK “Add”.</p>

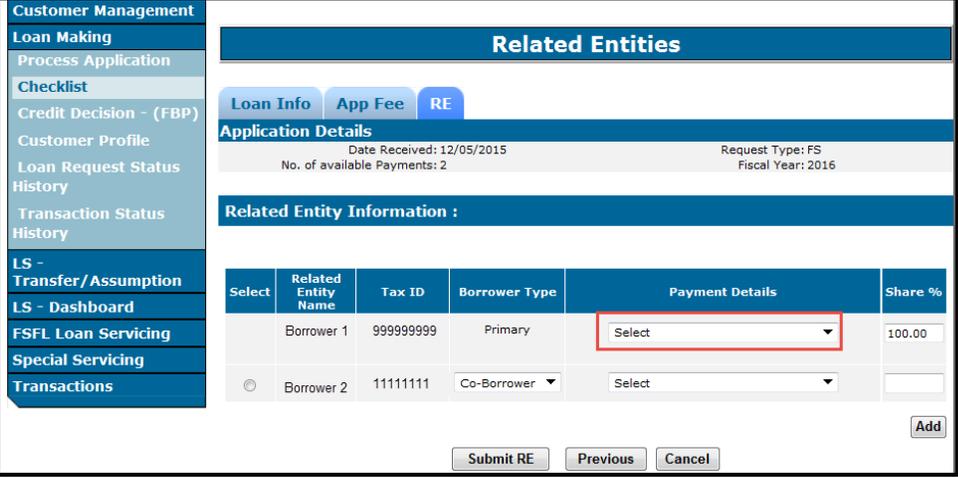
62 Adding Related Entities for Multiple Borrowers (Continued)

B Adding Related Entities for Multiple Remittances (Continued)

Step	Action
3	<p>The SCIMS Search Page will be displayed.</p>  <p>Select the co-borrower accordingly.</p>
4	<p>The Related Entities Screen is re-displayed.</p> <p>Note: When the loan has more than 1 co-borrower, repeat steps 2 and 3 before completing this step.</p>  <p>After all co-borrowers have been selected CLICK the “Borrower Type” field of the applicable co-borrower.</p>

62 Adding Related Entities for Multiple Borrowers (Continued)

B Adding Related Entities for Multiple Remittances (Continued)

Step	Action
5	<p>The borrower types will be displayed.</p> <p>Notes: The “Payment Details” field will be grayed out:</p> <ul style="list-style-type: none"> • until the co-borrower is selected • for all co-signers selected • for all guarantors selected.  <p>CLICK “Co-Borrower”</p>
6	<p>The “Borrower Type” field has populated.</p> <p>Note: The “Payment Details” field is now editable</p>  <p>CLICK “Payment Details”</p>

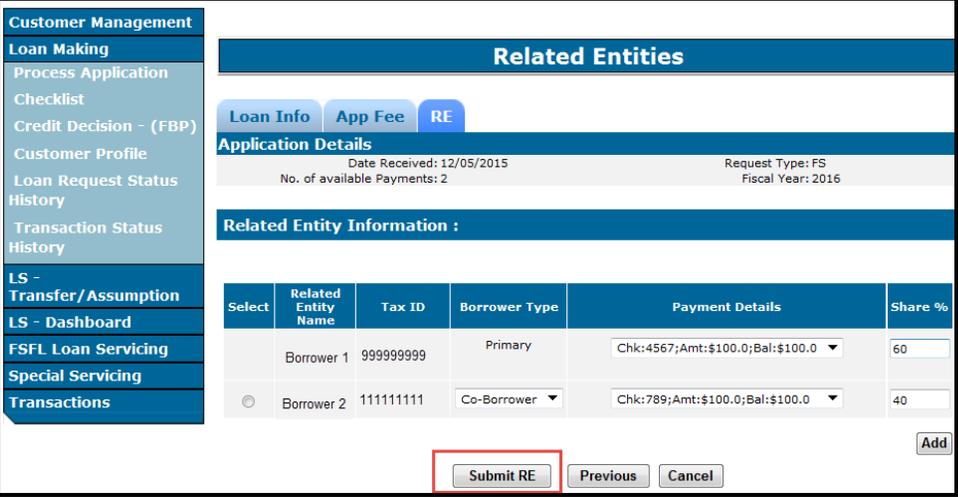
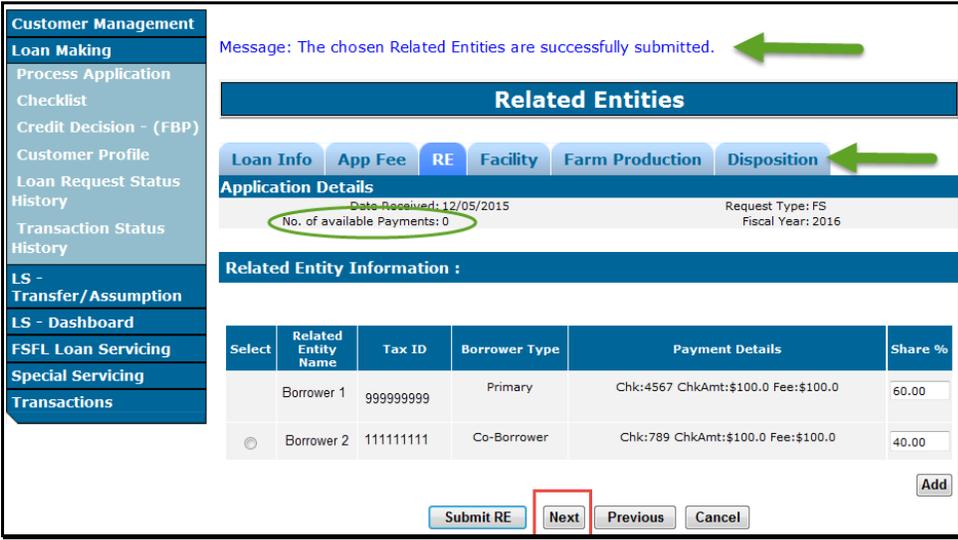
62 Adding Related Entities for Multiple Borrowers (Continued)

B Adding Related Entities for Multiple Remittances (Continued)

Step	Action
7	<p>The Payment Details will display all successful remittances.</p> <div data-bbox="386 394 1344 877"> </div> <p>Click on the applicable remittance for the primary borrower. Repeat for remaining co-borrowers.</p>
8	<p>After all remittances have been associated to all borrowers,</p> <div data-bbox="386 1060 1344 1554"> </div> <p>update the share percentages for all borrowers.</p>

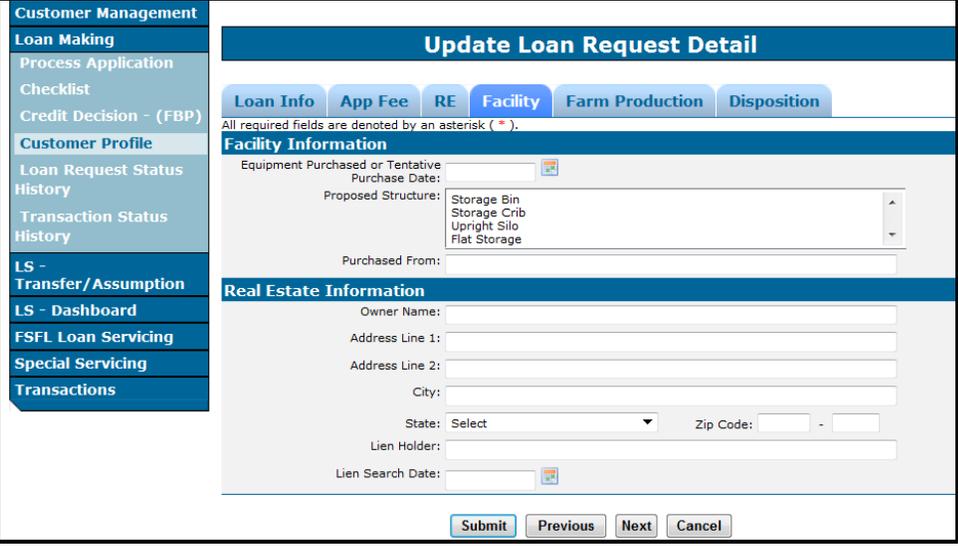
62 Adding Related Entities for Multiple Borrowers (Continued)

B Adding Related Entities for Multiple Remittances (Continued)

Step	Action
9	<p>After the shares have been allocated,</p>  <p>CLICK “Submit RE”.</p>
10	<p>The following message will be displayed, “The chosen Related Entities are successfully submitted.”</p> <p>Notes: Error messages will be displayed if there are errors. Errors must be corrected before proceeding.</p> <p>The number of available payments has been updated to “0”.</p> <p>The remaining loan making tabs are now available.</p>  <p>CLICK “Next”.</p>

62 Adding Related Entities for Multiple Borrowers (Continued)

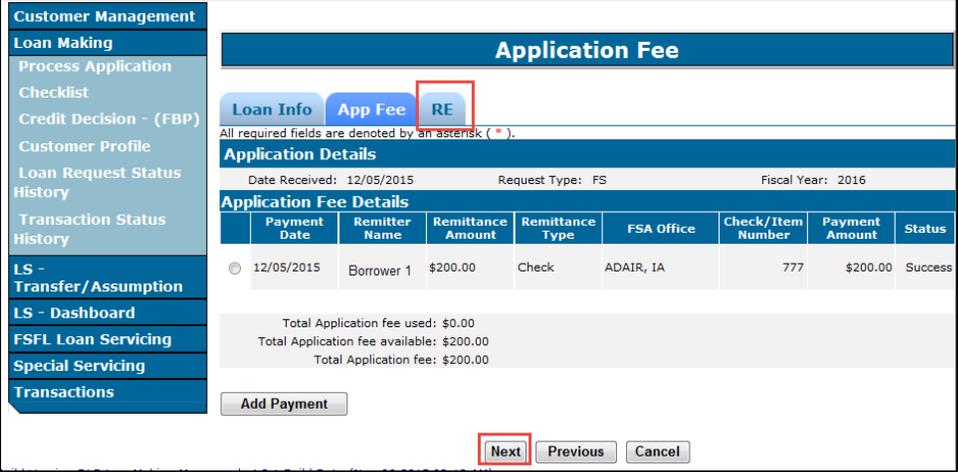
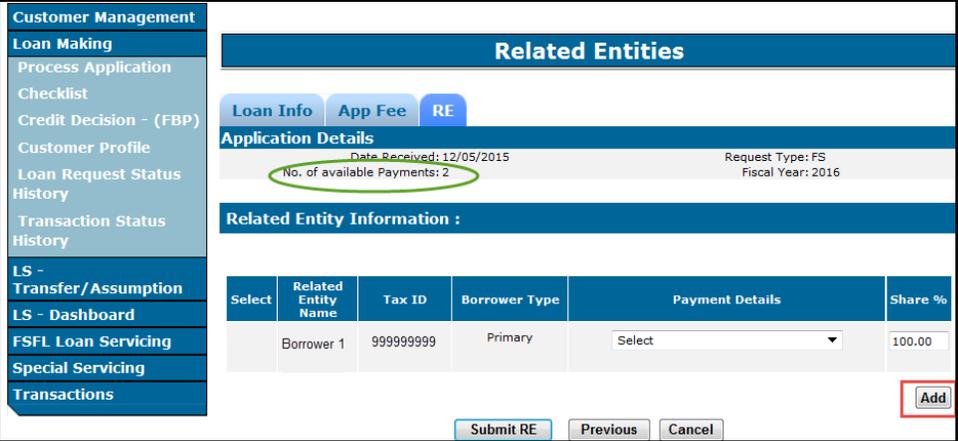
B Adding Related Entities for Multiple Remittances (Continued)

Step	Action
11	<p>The Facility Screen will be displayed.</p>  <p>The screenshot shows a web application interface. On the left is a vertical navigation menu with categories: Customer Management, Loan Making, Customer Profile, LS - Transfer/Assumption, LS - Dashboard, FSFL Loan Servicing, Special Servicing, and Transactions. The main content area is titled 'Update Loan Request Detail' and has tabs for Loan Info, App Fee, RE, Facility (selected), Farm Production, and Disposition. Below the tabs, a note states 'All required fields are denoted by an asterisk (*).'. The 'Facility Information' section includes fields for 'Equipment Purchased or Tentative Purchase Date', a dropdown for 'Proposed Structure' (with options: Storage Bin, Storage Crib, Upright Silo, Flat Storage), and 'Purchased From'. The 'Real Estate Information' section includes fields for 'Owner Name', 'Address Line 1', 'Address Line 2', 'City', 'State' (a dropdown menu), 'Zip Code', 'Lien Holder', and 'Lien Search Date'. At the bottom are buttons for 'Submit', 'Previous', 'Next', and 'Cancel'.</p> <p>See paragraph 80 to complete the facility information.</p>

62 Adding Related Entities for Multiple Borrowers (Continued)

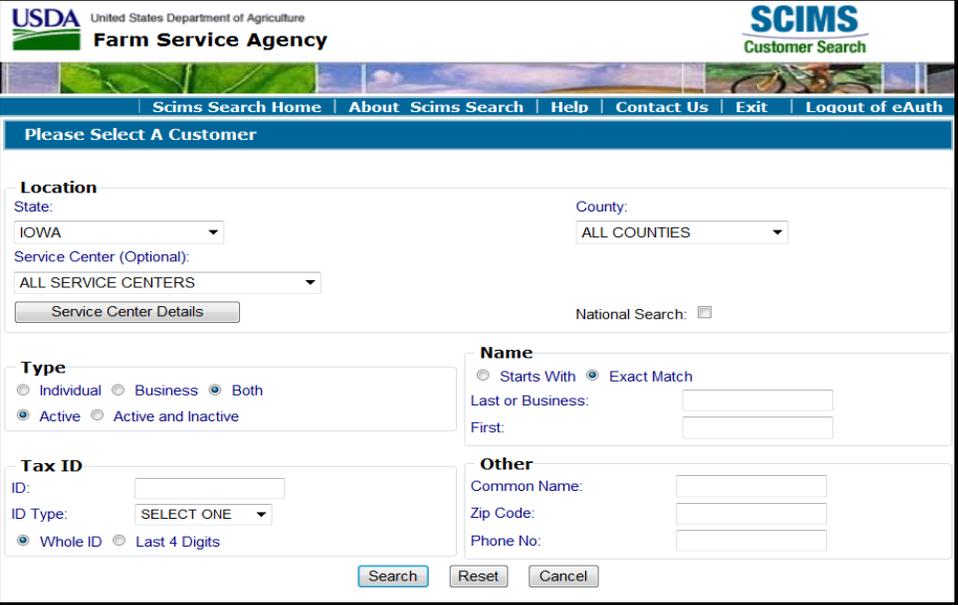
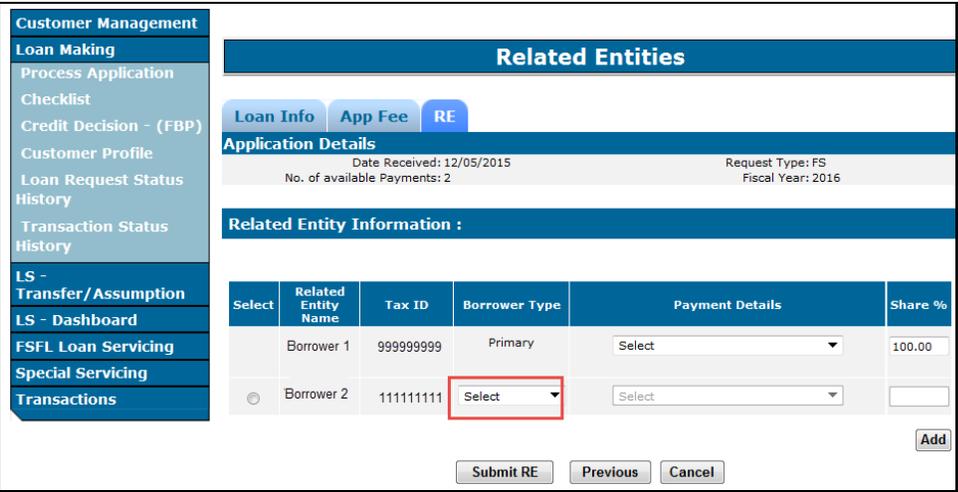
C Adding Related Entities With a Single Remittance

Add the related entities with a single remittance according to the following table.

Step	Action
1	<p>After the application fee has been successfully transmitted to NRRS according to paragraph 37, the “RE” tab will be available.</p>  <p>CLICK “Next” or “RE”.</p>
2	<p>All borrowers must be selected before associating the application fee to the specific borrower.</p> <p>Notes: The primary borrower will always be the borrower who was selected on the Process Application Screen according to paragraph 31.</p> <p>The number of available payments is the total number of \$100 remittances submitted that have not yet been associated with a borrower. The number will decrease when payments are associated to a borrower.</p>  <p>CLICK “Add”.</p>

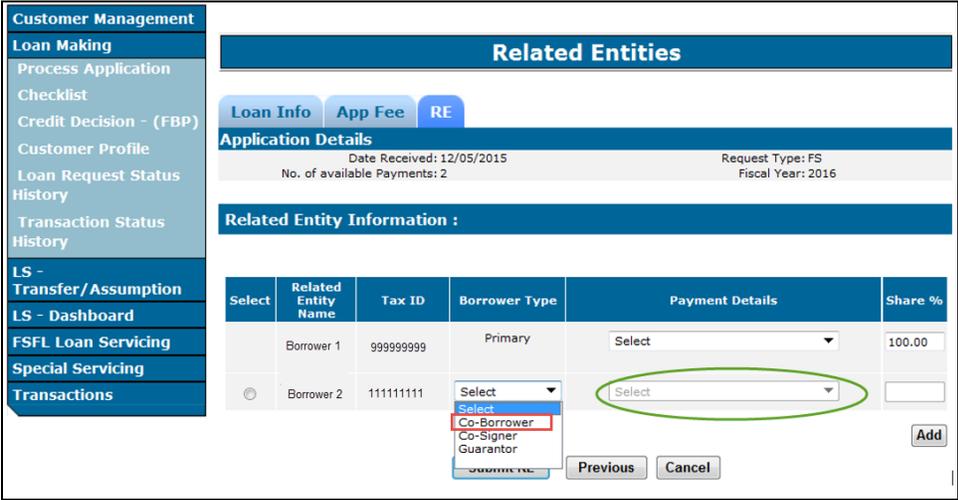
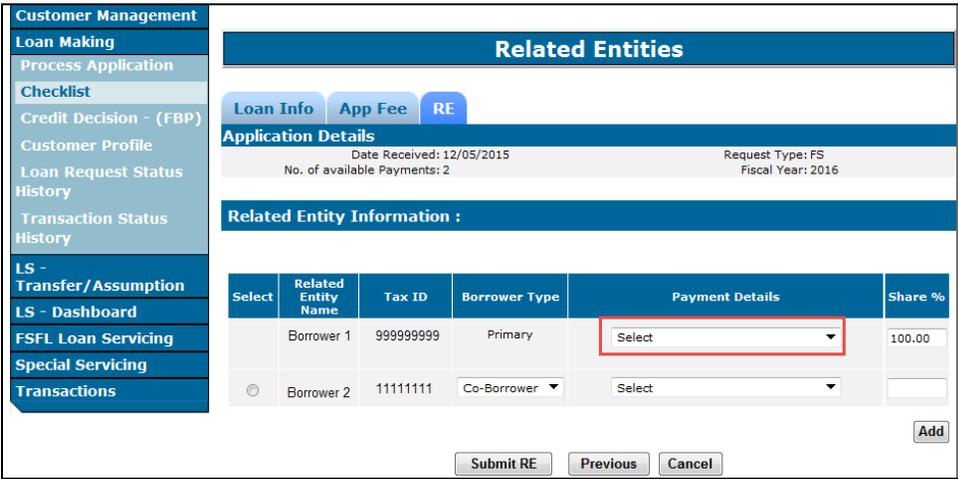
62 Adding Related Entities for Multiple Borrowers (Continued)

C Adding Related Entities With a Single Remittance (Continued)

Step	Action
3	<p>The SCIMS Search Page will be displayed.</p>  <p>Select the co-borrower accordingly.</p>
4	<p>The Related Entities Screen is re-displayed.</p> <p>Note: When the loan has more than 1 co-borrower, repeat steps 2 and 3 before completing this step.</p>  <p>After all co-borrowers have been selected CLICK the “Borrower Type” field of the applicable co-borrower.</p>

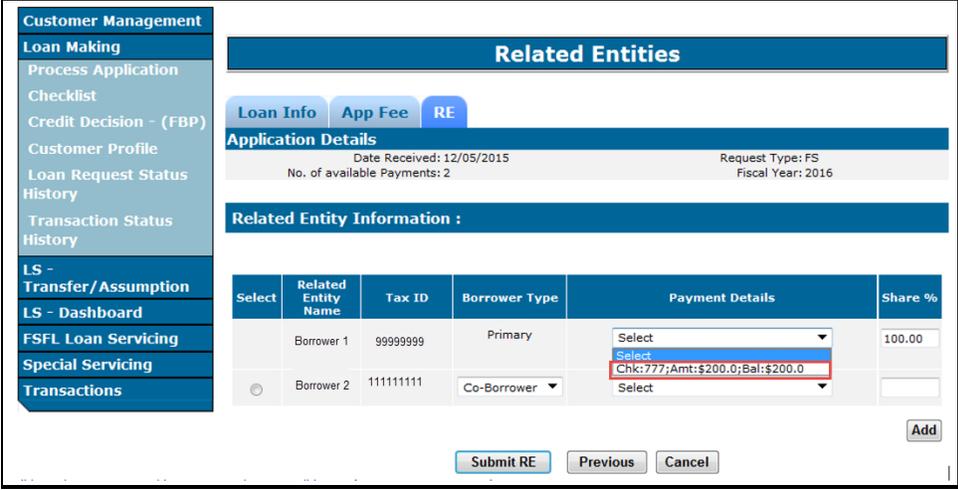
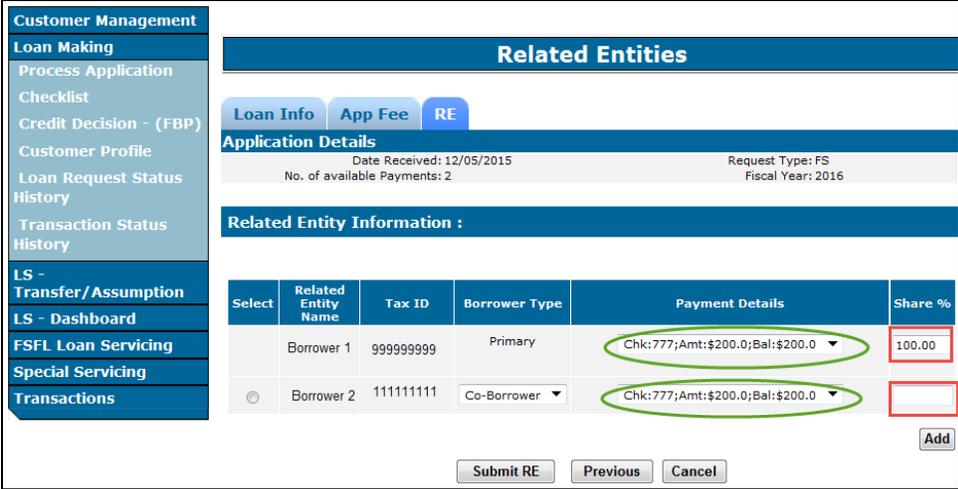
62 Adding Related Entities for Multiple Borrowers (Continued)

C Adding Related Entities With a Single Remittance (Continued)

Step	Action
<p>5</p>	<p>The borrower types will be displayed.</p> <p>Notes: The “Payment Details” field will be grayed out:</p> <ul style="list-style-type: none"> • until the co-borrower is selected • for all co-signers selected • for all guarantors selected.  <p>CLICK “Co-Borrower”.</p>
<p>6</p>	<p>The “Borrower Type” field has populated.</p> <p>Note: The “Payment Details” field is now editable.</p>  <p>CLICK “Payment Details”.</p>

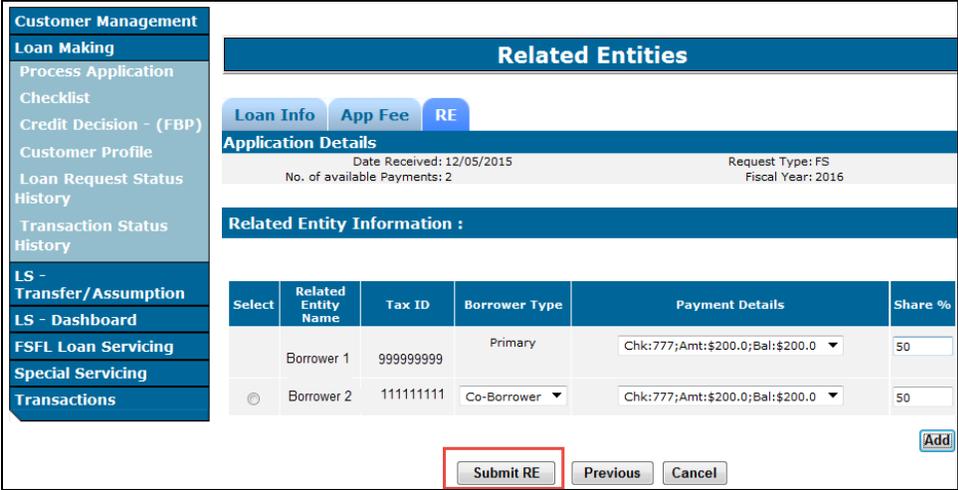
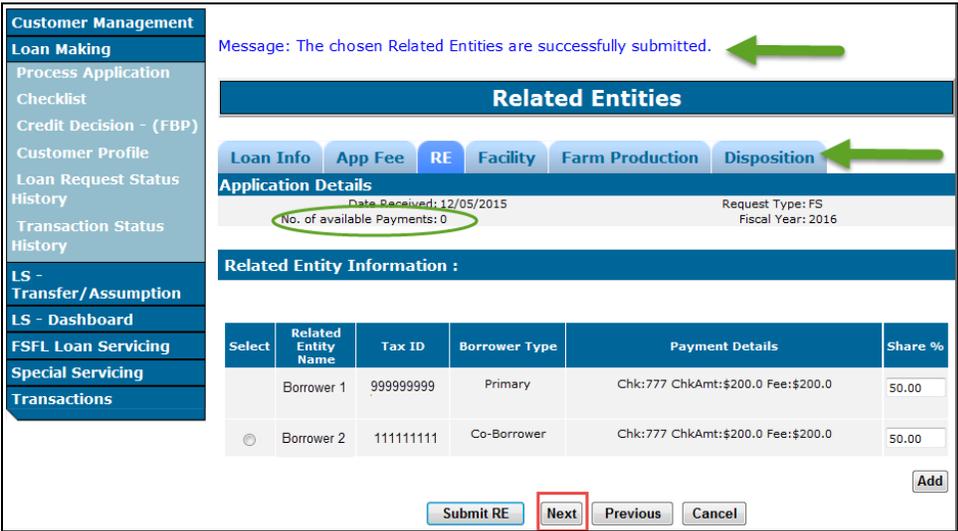
62 Adding Related Entities for Multiple Borrowers (Continued)

C Adding Related Entities With a Single Remittance (Continued)

Step	Action																		
7	<p>The Payment Details will display all successful remittances.</p>  <p>The screenshot shows the 'Related Entities' interface. On the left is a navigation menu with options like 'Customer Management', 'Loan Making', 'Process Application', 'Checklist', 'Credit Decision - (FBP)', 'Customer Profile', 'Loan Request Status History', 'Transaction Status History', 'LS - Transfer/Assumption', 'LS - Dashboard', 'FSFL Loan Servicing', 'Special Servicing', and 'Transactions'. The main area has tabs for 'Loan Info', 'App Fee', and 'RE'. Below the tabs, 'Application Details' shows 'Date Received: 12/05/2015', 'Request Type: FS', and 'Fiscal Year: 2016'. A section titled 'Related Entity Information' contains a table:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Related Entity Name</th> <th>Tax ID</th> <th>Borrower Type</th> <th>Payment Details</th> <th>Share %</th> </tr> </thead> <tbody> <tr> <td><input type="radio"/></td> <td>Borrower 1</td> <td>99999999</td> <td>Primary</td> <td>Select Chk:777;Amt:\$200.0;Bal:\$200.0</td> <td>100.00</td> </tr> <tr> <td><input type="radio"/></td> <td>Borrower 2</td> <td>11111111</td> <td>Co-Borrower</td> <td>Select</td> <td></td> </tr> </tbody> </table> <p>Buttons at the bottom include 'Submit RE', 'Previous', 'Cancel', and 'Add'.</p>	Select	Related Entity Name	Tax ID	Borrower Type	Payment Details	Share %	<input type="radio"/>	Borrower 1	99999999	Primary	Select Chk:777;Amt:\$200.0;Bal:\$200.0	100.00	<input type="radio"/>	Borrower 2	11111111	Co-Borrower	Select	
Select	Related Entity Name	Tax ID	Borrower Type	Payment Details	Share %														
<input type="radio"/>	Borrower 1	99999999	Primary	Select Chk:777;Amt:\$200.0;Bal:\$200.0	100.00														
<input type="radio"/>	Borrower 2	11111111	Co-Borrower	Select															
8	<p>Click on the same remittance for all borrowers.</p> <p>The same remittance is used for all borrowers.</p>  <p>This screenshot is identical to the previous one, but with green circles around the 'Payment Details' dropdowns for both borrowers, indicating they are set to the same remittance. Additionally, the 'Share %' column has red boxes around the '100.00' for Borrower 1 and an empty box for Borrower 2, indicating that the share percentages are being updated.</p>																		

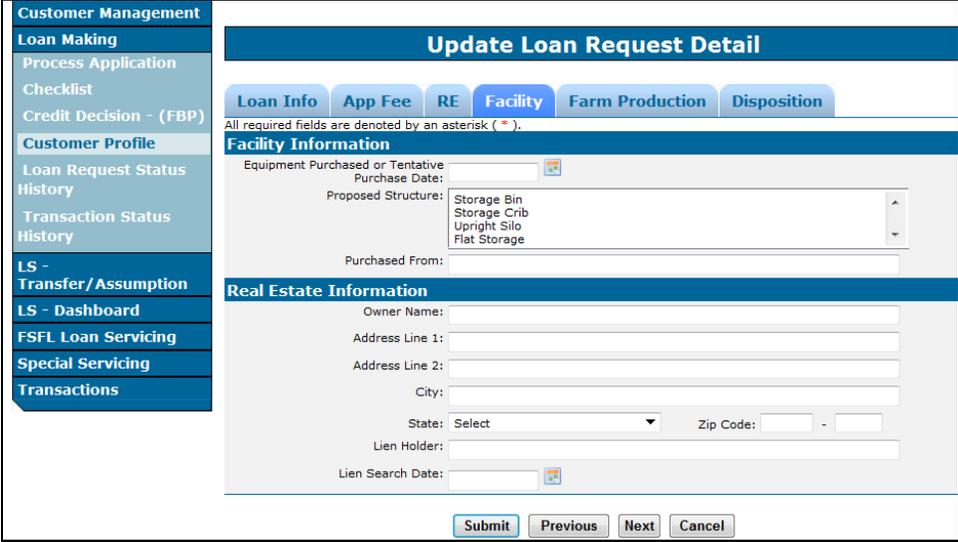
62 Adding Related Entities for Multiple Borrowers (Continued)

C Adding Related Entities With a Single Remittance (Continued)

Step	Action
9	<p>After the shares have been allocated,</p>  <p>CLICK “Submit RE”.</p>
10	<p>The following message will be displayed, “<i>The chosen Related Entities are successfully submitted.</i>”</p> <p>Notes: Error messages will be displayed if there are errors. Errors must be corrected before proceeding.</p> <p>The number of available payments has been updated to “0”.</p> <p>The remaining loan making tabs are now available.</p>  <p>CLICK “Next”.</p>

62 Adding Related Entities for Multiple Borrowers (Continued)

C Adding Related Entities With a Single Remittance (Continued)

Step	Action
11	<p>The Facility Screen will be displayed.</p>  <p>The screenshot shows a web application interface for updating loan request details. On the left is a navigation menu with options like 'Customer Management', 'Loan Making', 'Process Application', 'Checklist', 'Credit Decision - (FBP)', 'Customer Profile', 'Loan Request Status History', 'Transaction Status History', 'LS - Transfer/Assumption', 'LS - Dashboard', 'FSFL Loan Servicing', 'Special Servicing', and 'Transactions'. The main content area is titled 'Update Loan Request Detail' and has tabs for 'Loan Info', 'App Fee', 'RE', 'Facility', 'Farm Production', and 'Disposition'. The 'Facility' tab is active. Below the tabs, there is a note: 'All required fields are denoted by an asterisk (*).' The 'Facility Information' section includes fields for 'Equipment Purchased or Tentative Purchase Date', 'Proposed Structure' (a dropdown menu with options: Storage Bin, Storage Crib, Upright Silo, Flat Storage), and 'Purchased From'. The 'Real Estate Information' section includes fields for 'Owner Name', 'Address Line 1', 'Address Line 2', 'City', 'State' (a dropdown menu), 'Zip Code', 'Lien Holder', and 'Lien Search Date'. At the bottom of the form are buttons for 'Submit', 'Previous', 'Next', and 'Cancel'.</p> <p>See paragraph 80 to complete the facility information.</p>

63-79 (Reserved)

Section 3 Facility and Farm Production

80 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.

B Example of Facility Screen

Following is an example of the Facility Screen.

The screenshot displays a web application interface for updating loan request details. On the left is a vertical navigation menu with the following items: Customer Management, Loan Making, Process Application, Checklist, Credit Decision - (FBP), Customer Profile, Loan Request Status History, Transaction Status History, LS - Transfer/Assumption, LS - Dashboard, FSFL Loan Servicing, Special Servicing, and Transactions. The main content area is titled 'Update Loan Request Detail' and features a horizontal tabbed interface with tabs for Loan Info, App Fee, RE, Facility, Farm Production, and Disposition. The 'Facility' tab is currently selected. Below the tabs, a note states: 'All required fields are denoted by an asterisk (*).'

The 'Facility Information' section includes the following fields:

- Equipment Purchased or Tentative Purchase Date: [text input]
- Proposed Structure: [dropdown menu with options: Storage Bin, Storage Crib, Upright Silo, Flat Storage]
- Purchased From: [text input]

The 'Real Estate Information' section includes the following fields:

- Owner Name: [text input]
- Address Line 1: [text input]
- Address Line 2: [text input]
- City: [text input]
- State: [dropdown menu with 'Select' as the current value]
- Zip Code: [text input] - [text input]
- Lien Holder: [text input]
- Lien Search Date: [text input]

At the bottom of the form are four buttons: Submit, Previous, Next, and Cancel.

80 Facility Information (Continued)

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 date by doing either of the following: <ul style="list-style-type: none"> enter the date in the “mm/dd/yyyy” format click the calendar icon. <p>Note: Enter the earliest date for multiple dates.</p>
Proposed Structure	Identifies the proposed structures and applicable components.	Using the drop-down list, select the structure or structures. <p>Hold the “Ctrl” key when clicking multiple structures or components.</p>
Purchased From	A free-form field to enter from whom the equipment was purchased.	Enter the name from whom the equipment was purchased.
Real Estate Information		
Owner Name	A free-form field to enter the name and address of the owner of the real estate.	Enter the name and address of the person or persons who own the real estate. <p>If there is no physical address, enter the legal description of the structure in the “Address Line 1” field.</p>
Address Line 1		
Address Line 2		
City		
State		
Zip Code		
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: <ul style="list-style-type: none"> enter the date in the “mm/dd/yyyy” format click the calendar icon.

80 Facility Information (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Submit	Returns to the Process Application Screen; information is saved.	CLICK “Submit” 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.
Previous	Returns to the RE Screen; information is saved.	CLICK “Previous”.
Next	Proceeds to the Farm Production Screen; information is saved.	CLICK “Next”.
Cancel	Returns to the Process Application Screen; information is not saved.	CLICK “Cancel”.

81 Farm Production Information

A Overview

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

Note: 1-FSFL permits the borrowers to certify storage needs for certain structures; however DLS requires the user to input at least 1 farm number and 1 commodity. The acres and yield fields can be left blank.

81 Farm Production Information (Continued)

B Example of Farm Production Screen

Following is an example of the Farm Production Screen.

The screenshot shows the 'Update Loan Request Detail' interface. On the left is a navigation menu with options like 'Customer Management', 'Loan Making', and 'Transactions'. The main area is titled 'Update Loan Request Detail' and has several tabs: 'Loan Info', 'App Fee', 'RE', 'Facility', 'Farm Production' (selected), and 'Disposition'. Below the tabs, there's a note: 'All required fields are denoted by an asterisk (*).'. The 'Farm Production' section contains a table with the following data:

Sel	Farm Number, County, State	Commodity	Acres	Yield Per Acre	Yr	Total Production
<input type="checkbox"/>	0000046, Jasper, IL	CORN/GRAIN	300	210	2	126,000.00
<input type="checkbox"/>	0006918, Cumberland, IL	SOYBEANS	450	55	2	49,500.00
<input type="checkbox"/>	ALL	WHEAT	650	75	2	97,500.00

Below the table are buttons for 'Add Farm', 'Update Farm', and 'Delete Farm'. To the right, summary statistics are shown: 'Total Estimated Production: 273,000.00', 'Existing Capacity: [input]', 'Additional Capacity Needed: 273,000.00', 'Proposed Structure Capacity: [input]', and 'Eligibility and Proration Indicator: 273,000.00'. A 'Compute' button is located below these statistics. At the bottom of the screen are 'Submit', 'Previous', 'Next', and 'Cancel' buttons.

C Field Descriptions and Actions

The following table provides 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 Farm Records. 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 Note: This field is grayed out for structures that do not require acre information according to 1-FSFL:	Enter the 3-year average acres for the specific commodity.

81 Farm Production Information (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Yield Per Acre	The COC-established yield for the commodity. Note: This field is grayed out for structures that do not require yield information according to 1-FSFL.	Enter the commodity yield, as applicable. After the yield has been entered, CLICK “Add Farm”.
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.

81 Farm Production Information (Conitnued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Compute	Calculates the amount of storage needs	CLICK “Compute”.
Submit	Returns to the Application Process Screen; information is saved.	CLICK “Submit”. Note: Do not click “Submit” until after all information has been entered. 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.
Previous	Returns to the Facility Screen; information is saved	CLICK “Previous”.
Next	Proceeds to the Disposition Screen; information is saved.	CLICK “Next”.
Cancel	Returns to the Process Application Screen; information is not saved	CLICK “Cancel”.

D Example of Completed Farm Production Screen

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

The screenshot shows the 'Update Loan Request Detail' screen with the 'Farm Production' tab selected. The sidebar menu on the left includes options like 'Customer Management', 'Loan Making', 'Process Application Checklist', 'Credit Decision - (FBP)', 'Customer Profile', 'Loan Request Status History', 'Transaction Status History', 'LS - Transfer/Assumption', 'LS - Dashboard', 'FSFL Loan Servicing', 'Special Servicing', and 'Transactions'. The main content area has tabs for 'Loan Info', 'App Fee', 'RE', 'Facility', 'Farm Production', and 'Disposition'. Below the tabs, a note states 'All required fields are denoted by an asterisk (*).'. The 'Farm Production' section contains a table with columns: Sel, Farm Number, County, State, Commodity, Acres, Yield Per Acre, Yr, and Total Production. The table lists three entries: 0000046, Jasper, IL (CORN/GRAIN, 300 acres, 210 yield, 2 years, 126,000.00 total production), 0006918, Cumberland, IL (SOYBEANS, 450 acres, 55 yield, 2 years, 49,500.00 total production), and ALL (WHEAT, 650 acres, 75 yield, 2 years, 97,500.00 total production). Below the table are buttons for 'Add Farm', 'Update Farm', and 'Delete Farm'. To the right, summary statistics are shown: Total Estimated Production: 273,000.00, Existing Capacity: 100,000, Additional Capacity Needed: 173,000.00, Proposed Structure Capacity: 75,000, and Eligibility and Proration Indicator: 98,000.00. At the bottom, there are 'Compute', 'Submit', 'Previous', 'Next', and 'Cancel' buttons.

Sel	Farm Number, County, State	Commodity	Acres	Yield Per Acre	Yr	Total Production
<input type="checkbox"/>	0000046, Jasper, IL	CORN/GRAIN	300	210	2	126,000.00
<input type="checkbox"/>	0006918, Cumberland, IL	SOYBEANS	450	55	2	49,500.00
<input type="checkbox"/>	ALL	WHEAT	650	75	2	97,500.00

Summary Statistics:

- Total Estimated Production: 273,000.00
- Existing Capacity: 100,000
- Additional Capacity Needed: 173,000.00
- Proposed Structure Capacity: 75,000
- Eligibility and Proration Indicator: 98,000.00

81 Farm Production Information (Continued)

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”**.

82-99 (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
- 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 the Loan Package Has Been Created

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

The screenshot shows the 'Process Application' screen. On the left is a navigation menu with categories: Customer Management, Loan Making, LS - Transfer/Assumption, LS - Dashboard, FSFL Loan Servicing, Special Servicing, and Transactions. The 'Loan Making' section is expanded to show 'Process Application', 'Checklist', 'Credit Decision - (FBP)', 'Customer Profile', 'Loan Request Status History', and 'Transaction Status History'. The main content area has a blue header 'Process Application' and a sub-header 'The first time a new application is entered, select "Add Package"'. Below this is an 'Add Package' button. An 'Action:' dropdown menu is open, showing options: 'Select an Action', 'Update Loan Request', 'View Loan Request', 'Withdraw Loan Request', 'Delete Loan Request', and 'Related Entity'. A 'Go' button is next to the dropdown. Below the dropdown is a table with columns: S.No, Date Rec, Type of Assistance Loan #, Amount, Status, and Status Date. The table contains two rows of data.

S.No	Date Rec	Type of Assistance Loan #	Amount	Status	Status Date
1	12-05-2015	900 2016/00005	50,000.00	Received	12-05-2015
2	12-05-2015	900 2016/00006	75,000.00	Received	12-05-2015

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.

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: [REDACTED]					
Address Line 2: [REDACTED]					
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 that is:

- **not** obligated can only be withdrawn by the applicant

Note: Use the “Delete Loan” function when the application was entered in error by the user

- obligated can be withdrawn when:
 - requested by the applicant before the loan is closed.
 - the loan expiration date has passed.

Note: Do not use the withdraw function if the loan has not been obligated.

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 been signed and certified; and the applicant decides not to close the loan, users can use the “Withdraw” option to withdraw the loan request. If the check has been signed and certified, and the applicant decides to withdraw, contact the National Office for assistance.

103 Withdraw Loan Request (Continued)

B Example of Withdraw Loan Request Screen

Following is an example of the Withdraw Loan Request Screen.

Withdraw Loan Request					
All required fields are denoted by an asterisk (*).					
Loan Number	Date Received	Request Type	Type of Assistance	Requested Loan Amount	Status
2013/00001	04/19/2013	FS	000	49,500.00	Received
Withdraw Date		Explanation			
* <input type="text"/>					
<p>*Are you sure you want to withdraw this loan request? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>					

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 until a check has been requested for disbursement.

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

B Example of Delete Loan Request Screen

Following is an example of the Delete Loan Request Screen.

Delete Loan Request					
Date Received	Request Type	Type of Assistance	Requested Loan Amount	Status	Status Date
04-19-2013	FS	000	49,500.00	Received	04-19-2013
Reason		Explanation			
Select Select Input Error Other Unknown					
Are you sure you want to delete this loan request? <input type="radio"/> Yes <input checked="" type="radio"/> No					
<input type="button" value="Submit"/>			<input type="button" value="Cancel"/>		

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 accidentally deleted, the loan will have to be re-entered.

105-299 (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:

- populates to DLS as the final disposition date
- is not editable.

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 **on the same day of the COC/STC meeting** as either of the following:

- approved
- disapproved.

Important: The FBP credit action decision **must** be updated on the **same** day as the COC/STC meeting to ensure that the producer receives the correct FSFL interest rate.

301 Disposition

A Overview

The Disposition Screen allows the user to record the decision of COC/STC. The Disposition Screen allows the user to record:

- an approval for a completed loan
- a disapproval for a completed loan
- an increase to an obligated loan
- a decrease to an obligated loan.

Loans can only be approved when:

- the status is completed
- all required information has been recorded.

Note: When information is missing, an error message will be displayed to identify the missing information that is required before approval.

B Action

When the COC/STC decision is to:

- approve the loan, follow paragraph 302
- disapprove the loan, follow paragraph 303.

302 Approving FSFL's

A Overview

Before a loan can be approved the loan must have an approved credit decision recorded in FBP. It is imperative that the credit decision be recorded in FBP on the **same day** as the COC/STC meeting.

When a loan package contains both a partial and a final loan, each loan must be approved:

- separately
- on the same day
- with the same COC/STC decision date.

Important: Loans regardless if they are “Final only” or “Partial/Final” **must** be obligated **immediately** after approval according to paragraph 350.

302 Approving FSFL’s (Continued)

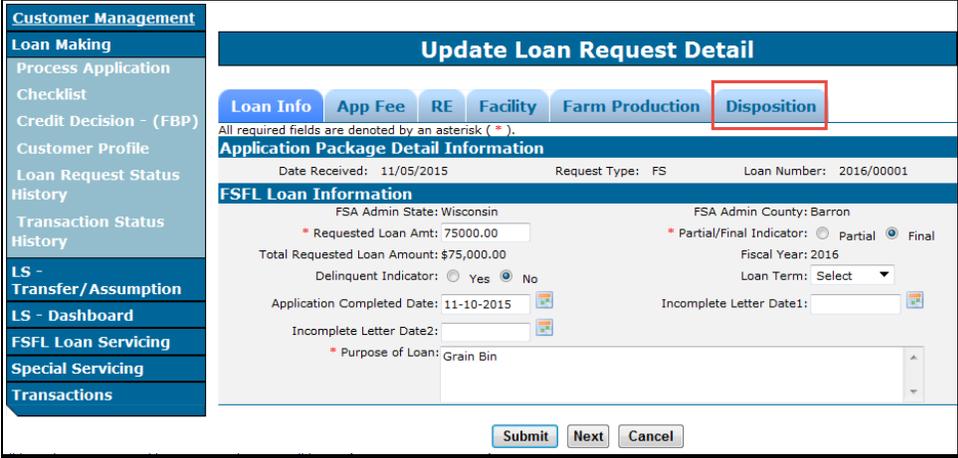
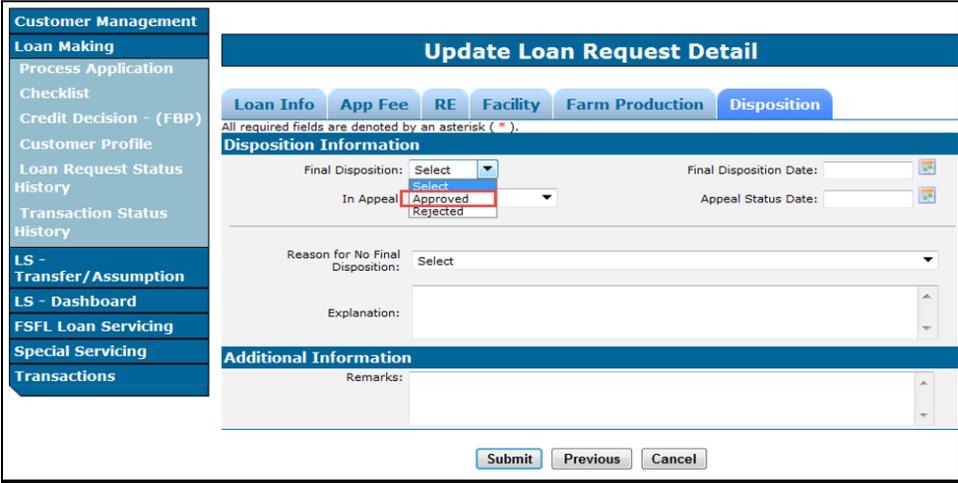
B Action

Approve a loan according to the following table.

Step	Action																												
1	<p>From the Process Application Screen, click on the radio button of the application loan.</p> <div data-bbox="407 506 1365 940"> <p>Customer Management</p> <p>Loan Making</p> <p>Process Application > Printer Friendly</p> <p>Process Application Checklist</p> <p>Credit Decision - (FBP)</p> <p>Customer Profile</p> <p>Loan Request Status History</p> <p>Transaction Status History</p> <p>LS - Transfer/Assumption</p> <p>LS - Dashboard</p> <p>FSFL Loan Servicing</p> <p>Special Servicing</p> <p>Transactions</p> <p>Process Application</p> <p>The first time a new application is entered, select "Add Package".</p> <p><input type="button" value="Add Package"/></p> <p>Action: <input type="text" value="Select an Action"/> <input type="button" value="Go"/></p> <table border="1"> <thead> <tr> <th>S.No</th> <th>Date Received</th> <th>Request Type</th> <th>Type of Assistance Loan #</th> <th>Amount</th> <th>Status</th> <th>Status Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>11-05-2015</td> <td><input checked="" type="radio"/> 11 - FS</td> <td>000 2016/00001</td> <td>75,000.00</td> <td>Completed</td> <td>11-10-2015</td> </tr> <tr> <td>2</td> <td>09-11-2012</td> <td><input type="radio"/> 11 - FS</td> <td>900 2012/00006</td> <td>8,000.00</td> <td>Closed</td> <td>12-28-2012</td> </tr> <tr> <td>3</td> <td>04-27-2012</td> <td><input type="radio"/> 11 - FS</td> <td>900 2012/00001</td> <td>29,947.72</td> <td>Closed</td> <td>09-24-2012</td> </tr> </tbody> </table> </div> <p>Note: The status must be “Completed”.</p>	S.No	Date Received	Request Type	Type of Assistance Loan #	Amount	Status	Status Date	1	11-05-2015	<input checked="" type="radio"/> 11 - FS	000 2016/00001	75,000.00	Completed	11-10-2015	2	09-11-2012	<input type="radio"/> 11 - FS	900 2012/00006	8,000.00	Closed	12-28-2012	3	04-27-2012	<input type="radio"/> 11 - FS	900 2012/00001	29,947.72	Closed	09-24-2012
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3	04-27-2012	<input type="radio"/> 11 - FS	900 2012/00001	29,947.72	Closed	09-24-2012																							
2	<p>From the Process Application Screen:</p> <div data-bbox="407 1104 1365 1549"> <p>Customer Management</p> <p>Loan Making</p> <p>Process Application > Printer Friendly</p> <p>Process Application Checklist</p> <p>Credit Decision - (FBP)</p> <p>Customer Profile</p> <p>Loan Request Status History</p> <p>Transaction Status History</p> <p>LS - Transfer/Assumption</p> <p>LS - Dashboard</p> <p>FSFL Loan Servicing</p> <p>Special Servicing</p> <p>Transactions</p> <p>Process Application</p> <p>The first time a new application is entered, select "Add Package".</p> <p><input type="button" value="Add Package"/></p> <p>Action: <input type="text" value="Update Loan Request"/> <input type="button" value="Go"/></p> <table border="1"> <thead> <tr> <th>S.No</th> <th>Date Received</th> <th>Request Type</th> <th>Type of Assistance Loan #</th> <th>Amount</th> <th>Status</th> <th>Status Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>11-05-2015</td> <td><input checked="" type="radio"/> 11 - FS</td> <td>000 2016/00001</td> <td>75,000.00</td> <td>Completed</td> <td>11-10-2015</td> </tr> <tr> <td>2</td> <td>09-11-2012</td> <td><input type="radio"/> 11 - FS</td> <td>900 2012/00006</td> <td>8,000.00</td> <td>Closed</td> <td>12-28-2012</td> </tr> <tr> <td>3</td> <td>04-27-2012</td> <td><input type="radio"/> 11 - FS</td> <td>900 2012/00001</td> <td>29,947.72</td> <td>Closed</td> <td>09-24-2012</td> </tr> </tbody> </table> </div> <ul style="list-style-type: none"> • using the drop-down list, select “Update Loan Request” • CLICK “Go”. 	S.No	Date Received	Request Type	Type of Assistance Loan #	Amount	Status	Status Date	1	11-05-2015	<input checked="" type="radio"/> 11 - FS	000 2016/00001	75,000.00	Completed	11-10-2015	2	09-11-2012	<input type="radio"/> 11 - FS	900 2012/00006	8,000.00	Closed	12-28-2012	3	04-27-2012	<input type="radio"/> 11 - FS	900 2012/00001	29,947.72	Closed	09-24-2012
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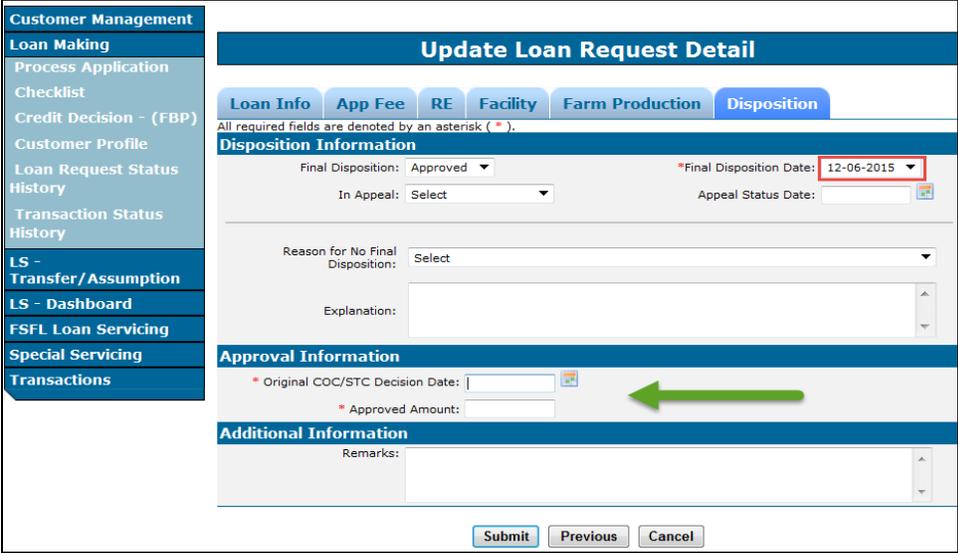
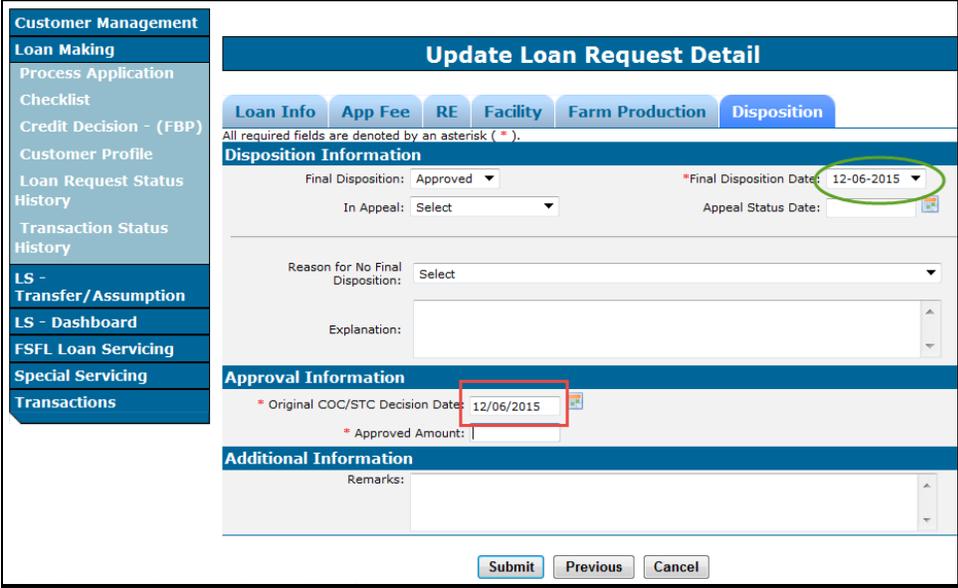
302 Approving FSFL's (Continued)

B Action (Continued)

Step	Action
3	<p>The Update Loan Request Detail Screen will be displayed.</p>  <p>CLICK “Disposition”.</p>
4	<p>The Disposition Screen will be displayed.</p>  <p>Using the drop-down list, select “Approved” in the “Final Disposition” field.</p> <p>If “Approved” is not displayed, an approved credit decision has not been recorded in FBP.</p> <p>DLS will not display any FBP credit decisions completed before the complete date for this application.</p>

302 Approving FSFL's (Continued)

B Action (Continued)

Step	Action
5	<p>The Disposition Screen is updated to include the Approval Information Section.</p>  <p>Using the drop-down list, select the final disposition date.</p> <p>Note: This date cannot be overridden.</p>
6	<p>After the Final Disposition Date has been selected,</p>  <p>enter the COC/STC decision date in the “Original COC/STC Decision Date” field.</p> <p>Note: The COC/STC decision date must be the same date as the final disposition date.</p>

302 Approving FSFL's (Continued)

B Action (Continued)

Step	Action
7	<p>After the COC/STC decision date is entered,</p> <div data-bbox="406 388 1372 976" style="border: 1px solid black; padding: 5px;"> <p>The screenshot shows a web application interface for updating loan request details. On the left is a navigation menu with categories like Customer Management, Loan Making, and LS - Transfer/Assumption. The main content area is titled 'Update Loan Request Detail' and has several tabs: Loan Info, App Fee, RE, Facility, Farm Production, and Disposition. The 'Disposition' tab is active. Below the tabs, there are sections for Disposition Information, Approval Information, and Additional Information. In the Disposition Information section, 'Final Disposition' is set to 'Approved' and 'Final Disposition Date' is '12-06-2015'. In the Approval Information section, 'Original COC/STC Decision Date' is '12/06/2015' and 'Approved Amount' is '75000', which is highlighted with a red box. At the bottom are 'Submit', 'Previous', and 'Cancel' buttons.</p> </div> <p>enter the approved loan amount in the “Approved Amount” field.</p>

302 Approving FSFL's (Continued)

B Action (Continued)

Step	Action
8	<p>After the approved amount has been entered, review the amount entered carefully before proceeding.</p> <p>Enter any additional information in the “Remarks” section.</p> <div data-bbox="402 501 1365 1037" style="border: 1px solid black; padding: 5px;"> </div> <p>CLICK “Submit”.</p> <p>Note: The approved loan amount cannot be changed after “Submit” has been clicked.</p> <p>When the approved amount was entered incorrectly users must follow:</p> <ul style="list-style-type: none"> • paragraph 351 to increase the approved amount • paragraph 352 to decrease the approved amount.

302 Approving FSFL’s (Continued)

B Action (Continued)

Step	Action																												
9	<p>The Process Application Screen will be displayed.</p> <p>The loan status has been updated to “Approved”</p> <div data-bbox="407 470 1370 940" style="border: 1px solid black; padding: 5px;"> <p>Customer Management</p> <p>Loan Making Process Application > Printer Friendly</p> <p>Process Application</p> <p>Checklist</p> <p>Credit Decision - (FBP)</p> <p>Customer Profile</p> <p>Obligate Loan Request</p> <p>Loan Request Status History</p> <p>Transaction Status History</p> <hr/> <p>LS - Transfer/Assumption</p> <p>LS - Dashboard</p> <p>FSFL Loan Servicing</p> <p>Special Servicing</p> <p>Transactions</p> <hr/> <p style="text-align: center;">Process Application</p> <p style="text-align: center;">The first time a new application is entered, select "Add Package".</p> <p style="text-align: center;"><input type="button" value="Add Package"/></p> <p>Action: <input type="text" value="Select an Action"/> <input type="button" value="Go"/></p> <table border="1"> <thead> <tr> <th>S.No</th> <th>Date Received</th> <th>Request Type</th> <th>Type of Assistance Loan #</th> <th>Amount</th> <th>Status</th> <th>Status Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>11-05-2015</td> <td><input checked="" type="radio"/> 11 - FS</td> <td>900 2016/00001</td> <td>75,000.00</td> <td>Approved</td> <td>12-06-2015</td> </tr> <tr> <td>2</td> <td>09-11-2012</td> <td><input type="radio"/> 11 - FS</td> <td>900 2012/00006</td> <td>8,000.00</td> <td>Closed</td> <td>12-28-2012</td> </tr> <tr> <td>3</td> <td>04-27-2012</td> <td><input type="radio"/> 11 - FS</td> <td>900 2012/00001</td> <td>29,947.72</td> <td>Closed</td> <td>09-24-2012</td> </tr> </tbody> </table> </div> <p>CLICK “Obligate Loan Request”.</p> <p>Follow paragraph 350 to complete the obligation process.</p> <p>Important: Loans must be obligated immediately after approval.</p>	S.No	Date Received	Request Type	Type of Assistance Loan #	Amount	Status	Status Date	1	11-05-2015	<input checked="" type="radio"/> 11 - FS	900 2016/00001	75,000.00	Approved	12-06-2015	2	09-11-2012	<input type="radio"/> 11 - FS	900 2012/00006	8,000.00	Closed	12-28-2012	3	04-27-2012	<input type="radio"/> 11 - FS	900 2012/00001	29,947.72	Closed	09-24-2012
S.No	Date Received	Request Type	Type of Assistance Loan #	Amount	Status	Status Date																							
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3	04-27-2012	<input type="radio"/> 11 - FS	900 2012/00001	29,947.72	Closed	09-24-2012																							

303 Disapproving FSFL’s

A Overview

When COC/STC disapproves a loan, the disapproval must be recorded in the Disposition Screen.

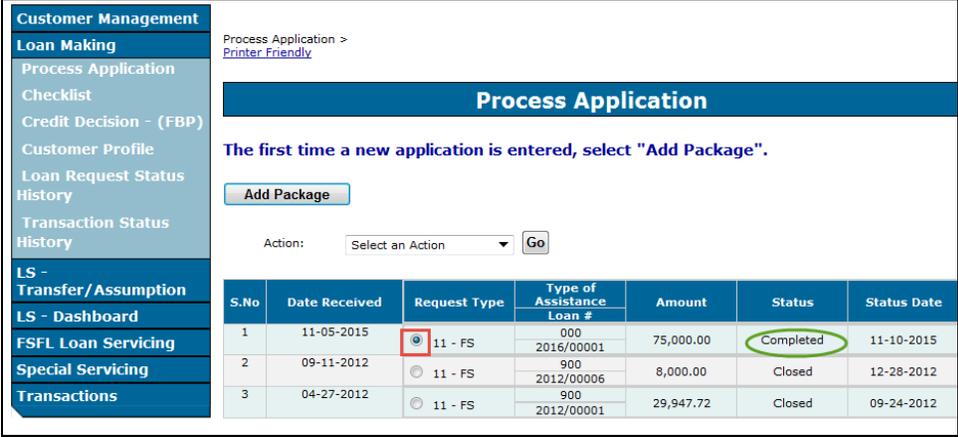
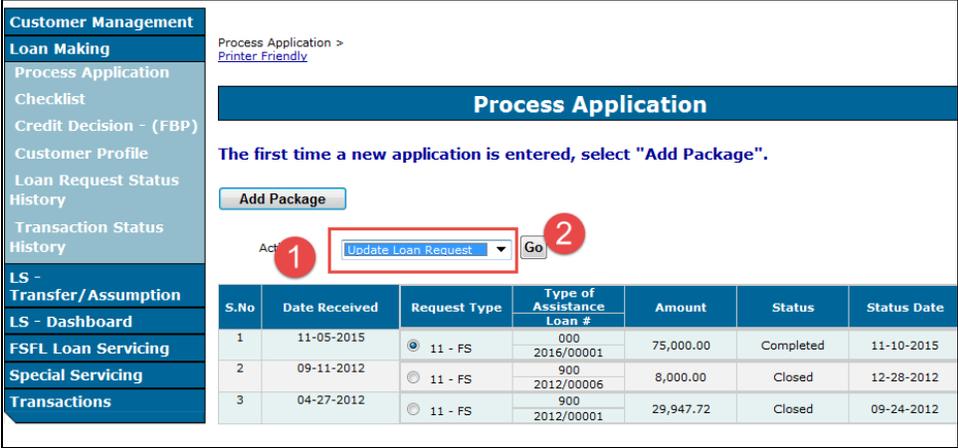
The Disposition Screen provides field entries to:

- disapprove
- record reason for disapproval.

303 Disapproving FSFL’s (Continued)

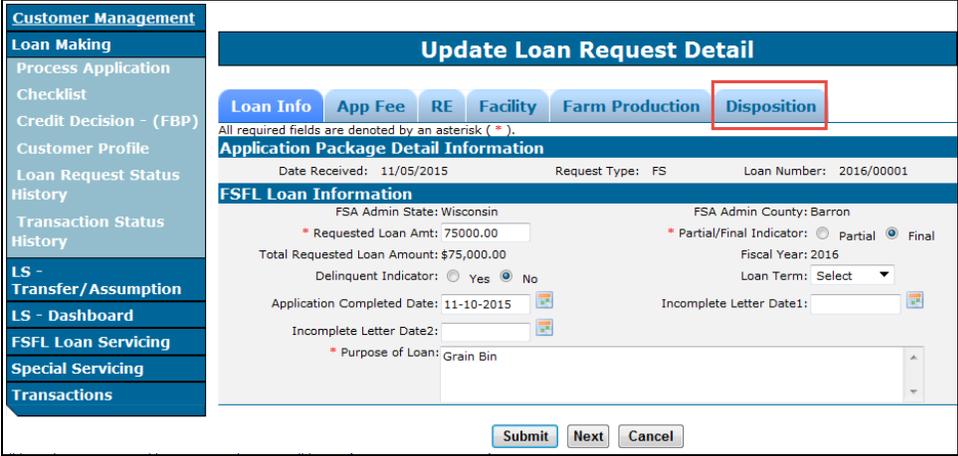
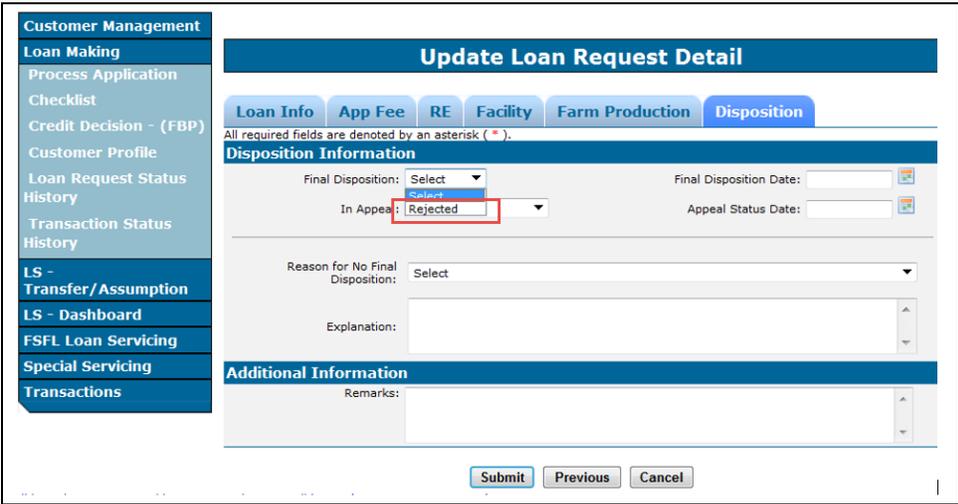
B Action

Disapprove a loan according to the following table.

Step	Action
1	<p>From the Process Application Screen,</p>  <p>click the radio button of the applicable loan.</p> <p>Note: The status must be “Completed”.</p>
2	<p>From the Process Application Screen:</p>  <ul style="list-style-type: none"> • using the drop-down list, select “Update Loan Request” • CLICK “Go”.

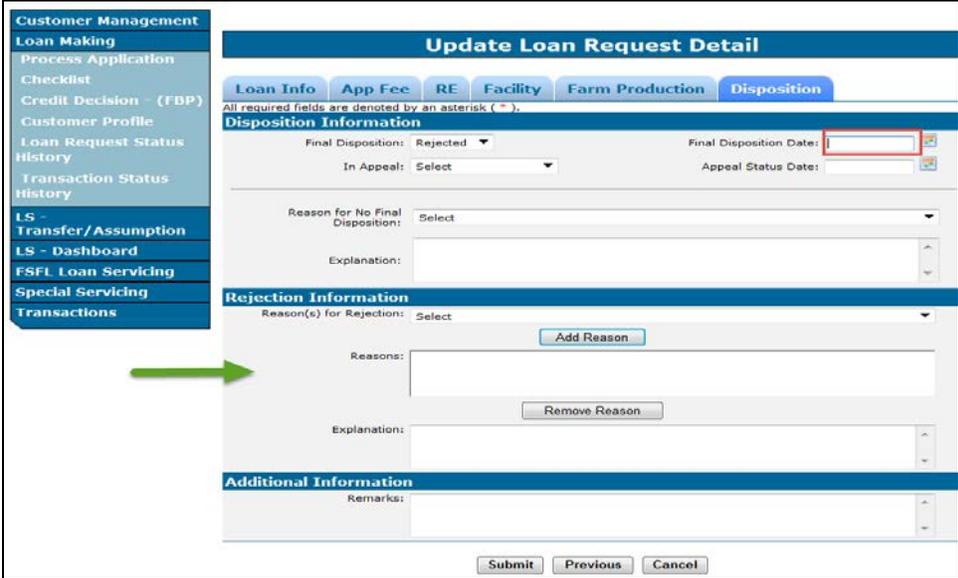
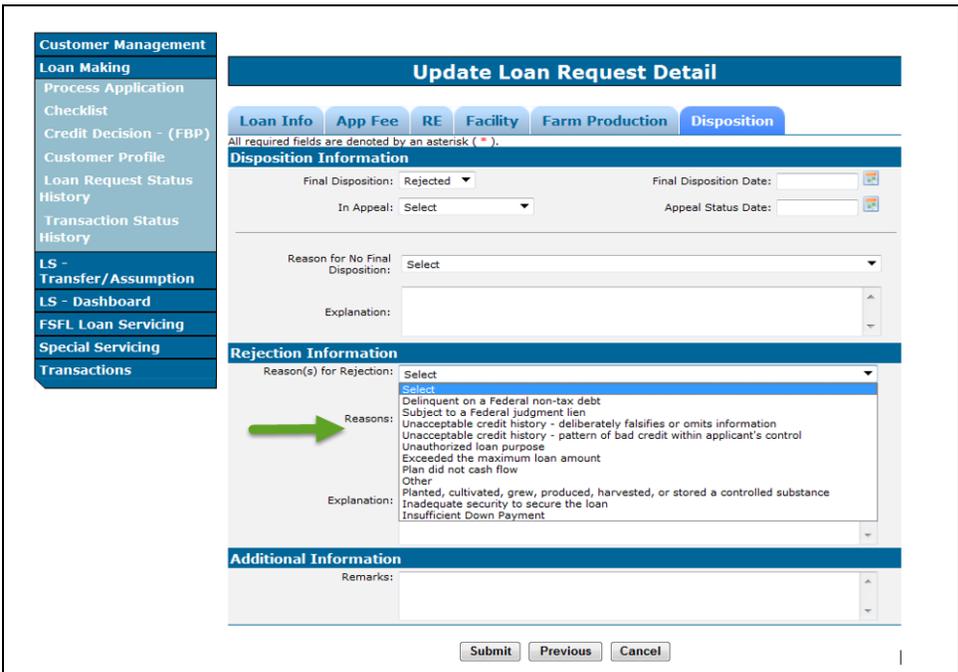
303 Disapproving FSFL's (Continued)

B Action (Continued)

Step	Action
<p>3</p>	<p>The Update Loan Request Detail Screen will be displayed.</p>  <p>CLICK “Disposition”.</p>
<p>4</p>	<p>The Disposition Screen will be displayed.</p>  <p>Using the drop-down list, select “Rejected” in the “Final Disposition” field.</p>

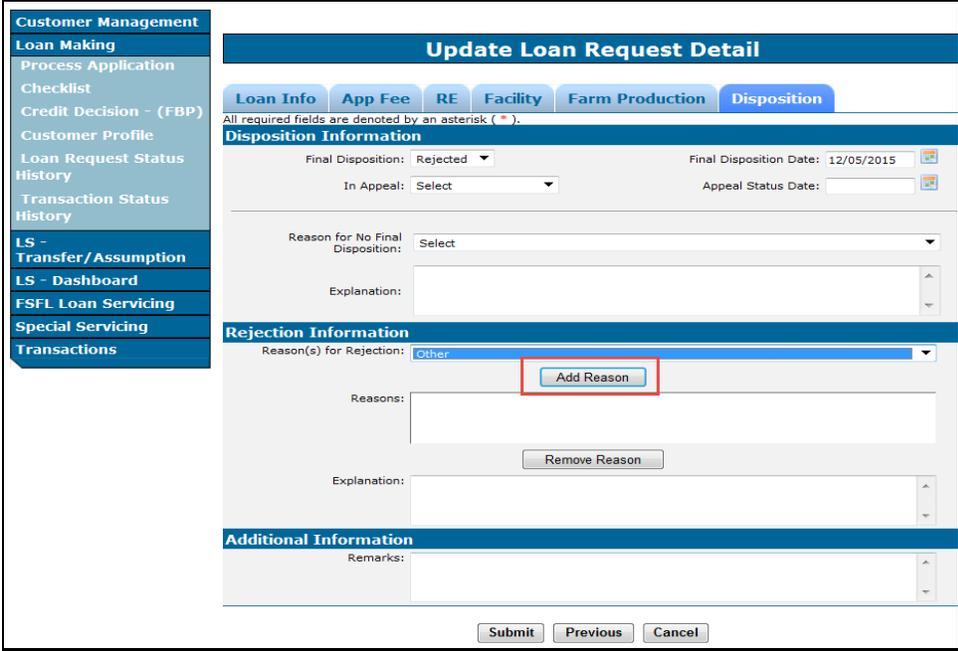
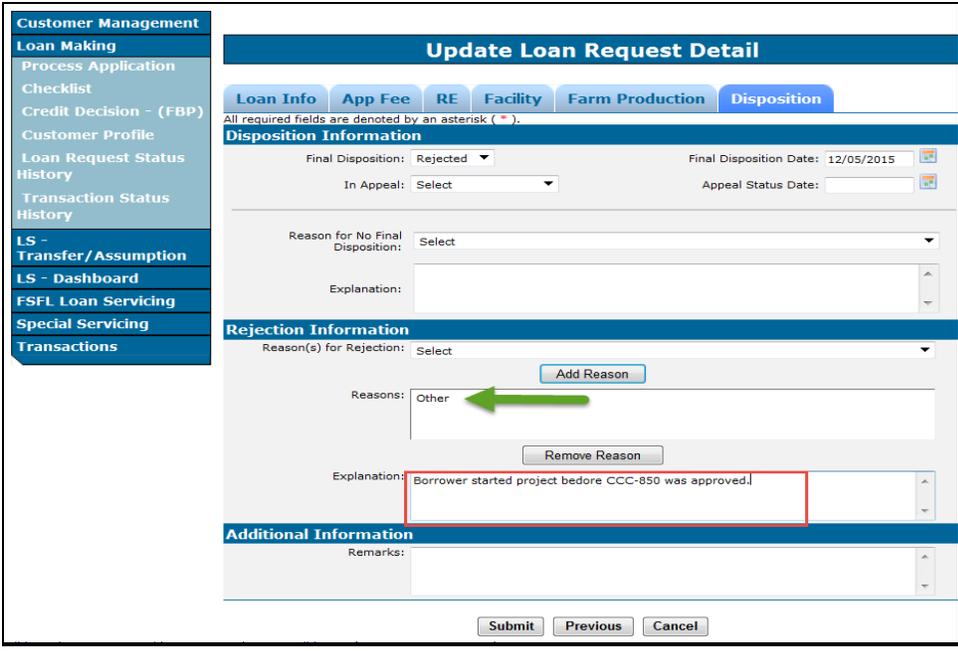
303 Disapproving FSFL's (Continued)

B Action (Continued)

Step	Action
5	<p>After "Rejected" has been selected the Disposition Screen is updated to include the Rejection Information Section.</p>  <p>Enter the COC/STC disapproval date in the "Final Disposition Date" field.</p>
6	<p>After the COC/STC disapproval date has been entered,</p>  <p>using the drop-down list, select a reason for the disapproval.</p>

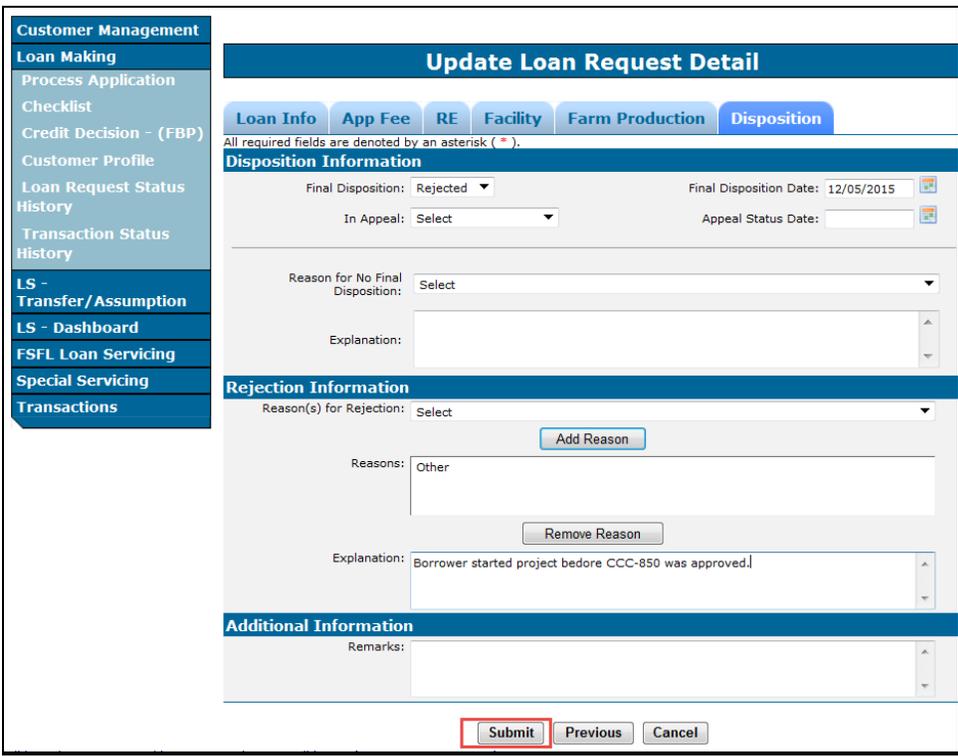
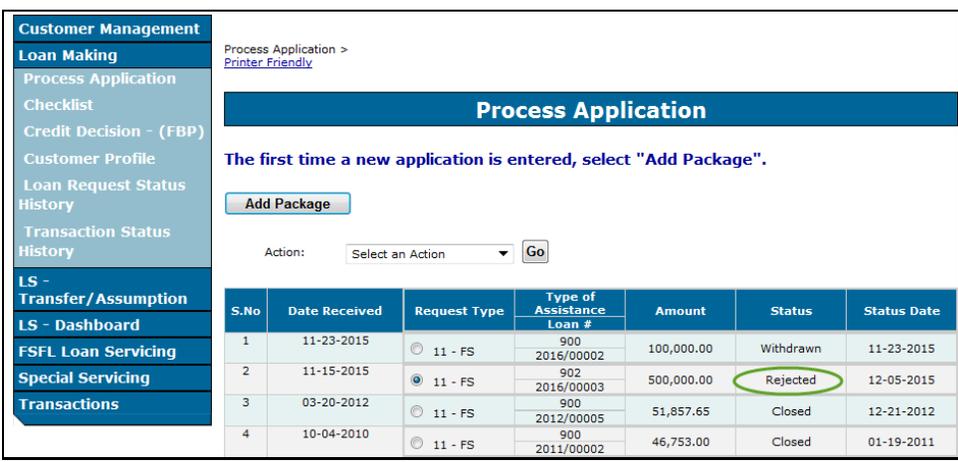
303 Disapproving FSFL's (Continued)

B Action (Continued)

Step	Action
7	<p>After the reason code has been selected,</p>  <p>CLICK “Add Reason”.</p>
8	<p>The reason code will be displayed in the “Reason” field. Additional reason codes may be added as applicable.</p>  <p>Enter explanation when the reason code is “Other”.</p>

303 Disapproving FSFL's (Continued)

B Action (Continued)

Step	Action
9	<p>After rejection information has been entered,</p>  <p>CLICK “Submit”.</p>
10	<p>The Process Application Screen will be displayed.</p>  <p>The status has been updated to display “Rejected”</p>

304-349 (Reserved)

Part 5 Requesting Funding

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.

Customer Management	<div style="background-color: #0056b3; color: white; text-align: center; padding: 5px; font-weight: bold;">Loan Obligation</div> <p style="font-size: small; margin: 0;">All required fields are denoted by an asterisk (*).</p> <div style="background-color: #0056b3; color: white; padding: 2px; display: flex; justify-content: space-between;"> Loan Information Loan Req Status Date: 10/26/2015 </div> <div style="background-color: #0056b3; color: white; padding: 2px; display: flex; justify-content: space-between;"> Loan Req Status: Approved </div> <div style="font-size: x-small; margin-top: 5px;"> Date Received: 10/01/2015 Request Type: FS Use of Funds: 11 - Capital Improvements/Construction Costs Type of Assistance: 900 - FSFL - 7 Year * Collateral: <input type="text" value="Structure"/> (Press and hold the CTRL key to select multiple) <input type="text" value="Irrevocable Letter of Credit"/> <input type="text" value="Deed of Trust"/> <input type="text" value="Real Estate"/> </div> <div style="display: flex; justify-content: space-between; font-size: x-small; margin-top: 5px;"> Approved Loan Amount: \$50,000.00 Loan Expiration Date: 04-26-2016 </div> <div style="display: flex; justify-content: space-between; font-size: x-small;"> Interest Rate: 1.875% Repayment Period: 7 </div> <div style="font-size: x-small; margin-top: 5px;"> COC/STC Decision Date: 10-26-2015 </div> <div style="background-color: #0056b3; color: white; padding: 2px; font-weight: bold;">Credit Action Information</div> <div style="font-size: x-small; margin-top: 5px;"> Loan Approval Date: 10-26-2015 Title: testing WEM Loan Approval Official: danielle cooke Comments/Req: </div> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Request Funding"/> <input type="button" value="Cancel"/> </div>
---------------------	--

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 updated in FBP

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.

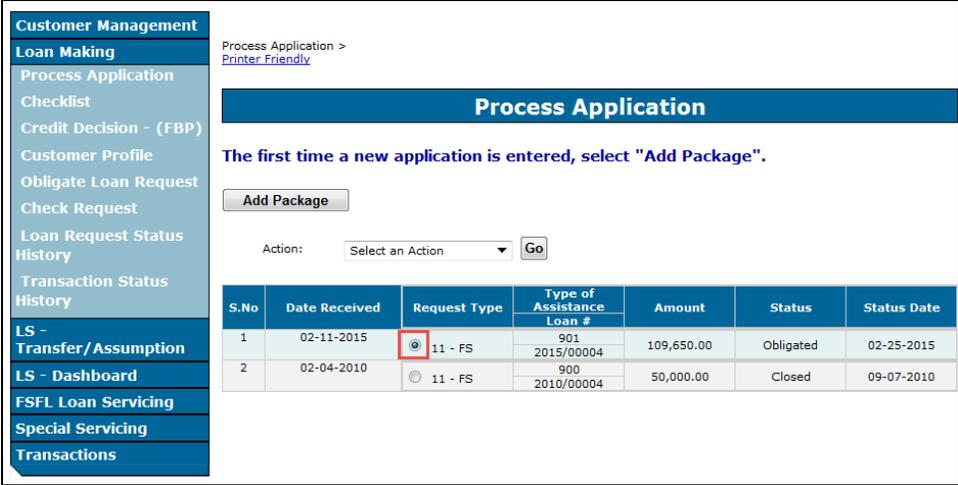
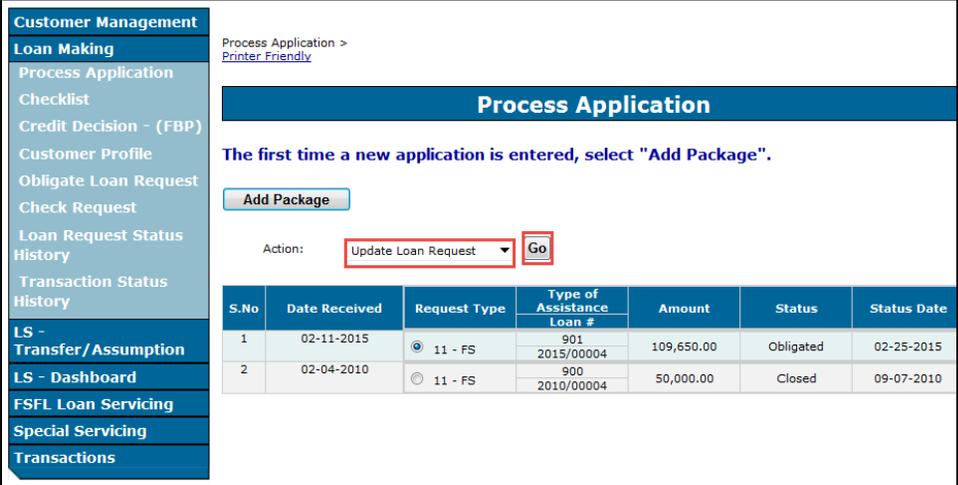
- the new increased amount must be entered in Loan Info Screen
- the new total amount must be updated on Disposition tab
- a new COC or STC decision date is required.

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.

351 Increases to Approved Loan Amount (Continued)

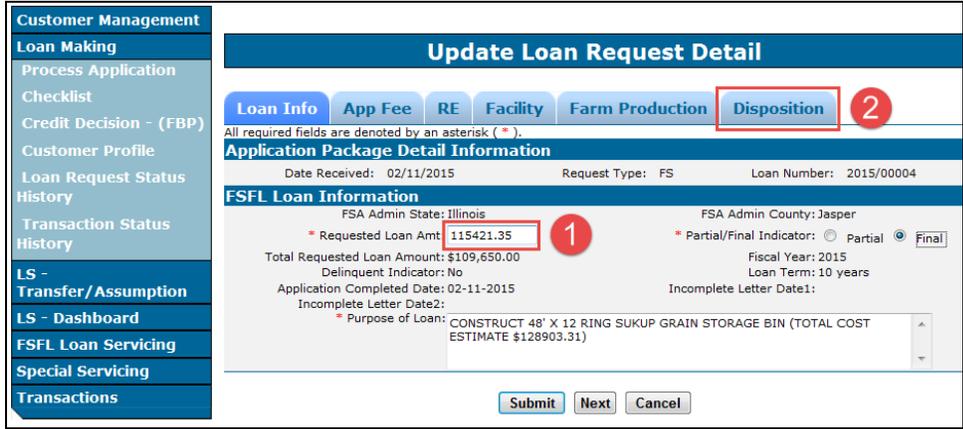
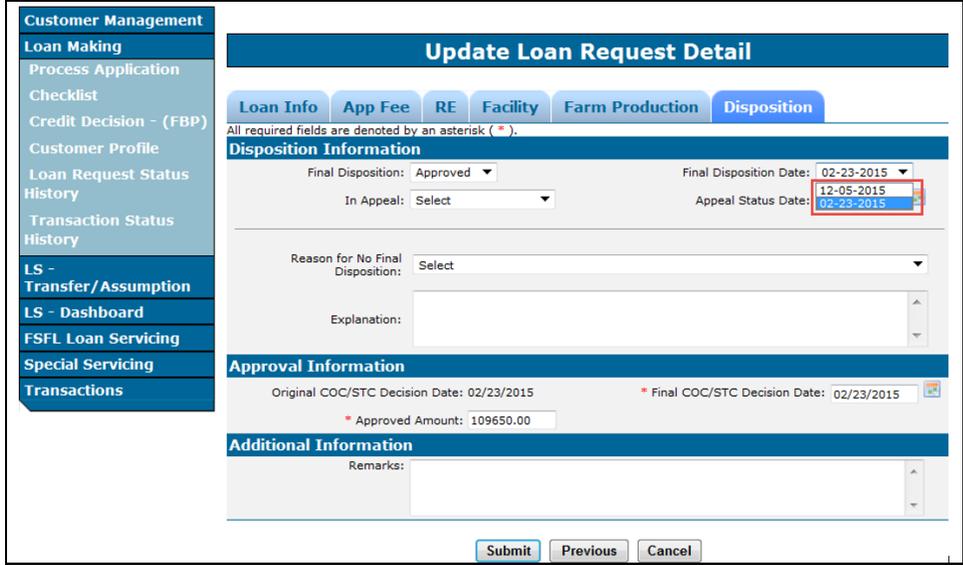
B Action

Increase the loan amount according to the following table.

Step	Action
1	Select the borrower according to paragraph 22.
2	<p>From the Process Application Screen</p>  <p>The first time a new application is entered, select "Add Package".</p> <p>click the radio button of the loan to increase.</p>
3	<p>After the loan is selected,</p>  <p>CLICK:</p> <ul style="list-style-type: none"> • "Update Loan Request" • "Go".

351 Increases to Approved Loan Amount (Continued)

B Action (Continued)

Step	Action
4	<p data-bbox="391 323 699 354">On the “Loan Info” tab:</p> <div data-bbox="391 392 1354 821">  </div> <ul data-bbox="391 863 1419 1010" style="list-style-type: none"> • increase the requested loan amount by entering the new total loan amount in the “Requested Loan Amount” field • CLICK “Disposition”.
5	<p data-bbox="391 1016 927 1047">The Disposition Screen will be displayed.</p> <div data-bbox="391 1085 1354 1650">  </div> <p data-bbox="391 1692 1370 1757">Using the drop down, select the updated FBP credit action date in the “Final Disposition Date” field.</p>

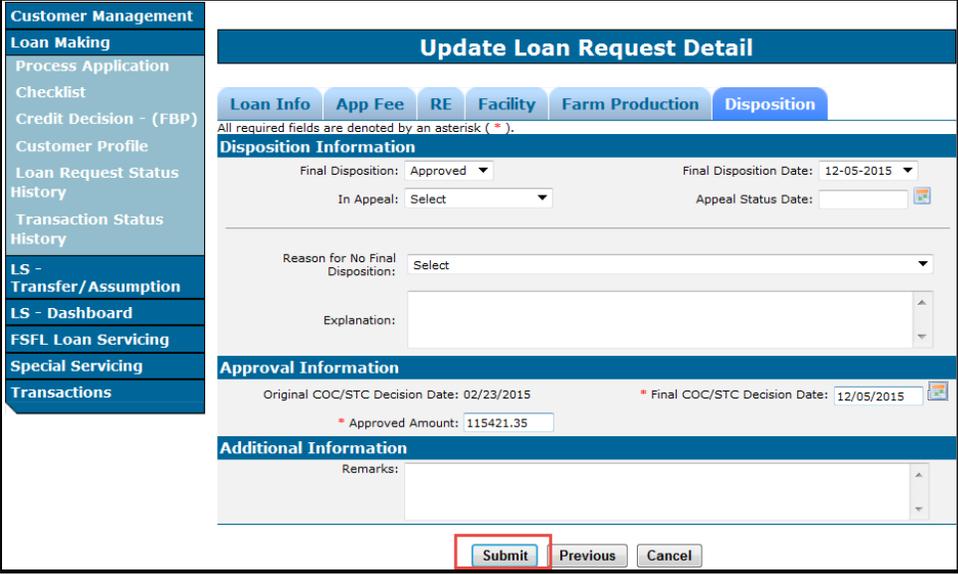
351 Increases to Approved Loan Amount (Continued)

B Action (Continued)

Step	Action
6	<p>After the new final disposition date is selected,</p> <div data-bbox="393 394 1354 966" style="border: 1px solid black; padding: 5px;"> </div> <p>enter :</p> <ul style="list-style-type: none"> • the new final COC/STC decision date • the new total increased amount in the “Approved Amount” field • any applicable remarks.

351 Increases to Approved Loan Amount (Continued)

B Action (Continued)

Step	Action
7	<p>After all required information has been entered</p>  <p>CLICK “Submit”.</p> <p>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.</p>

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:

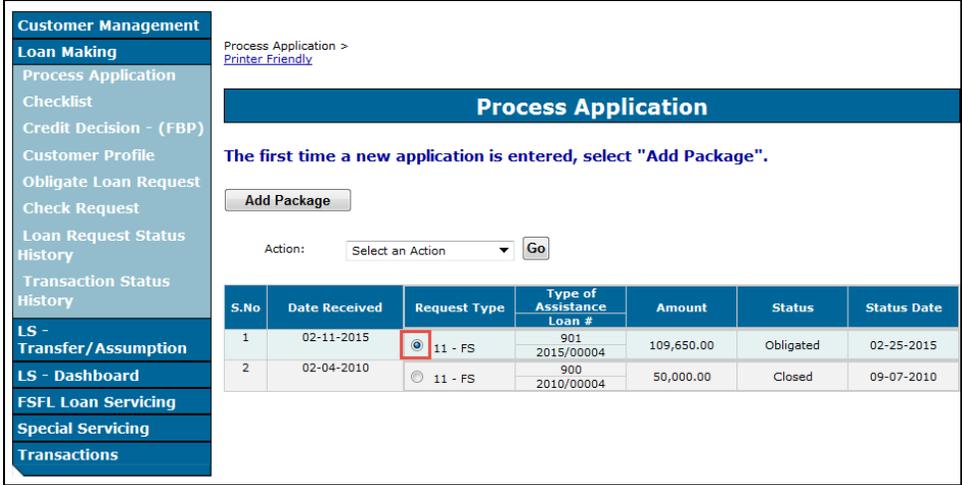
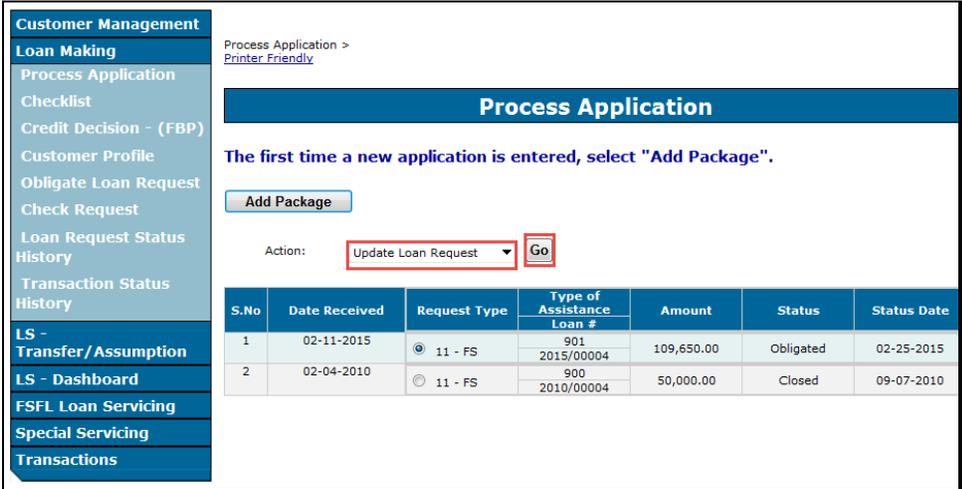
- on the Disposition Screen
- before processing the check request.

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

352 Decreases to Approved Loan Amount (Continued)

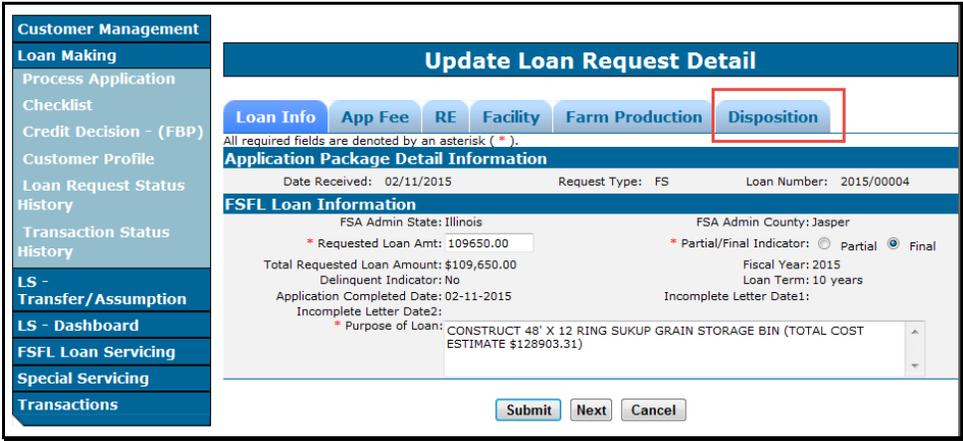
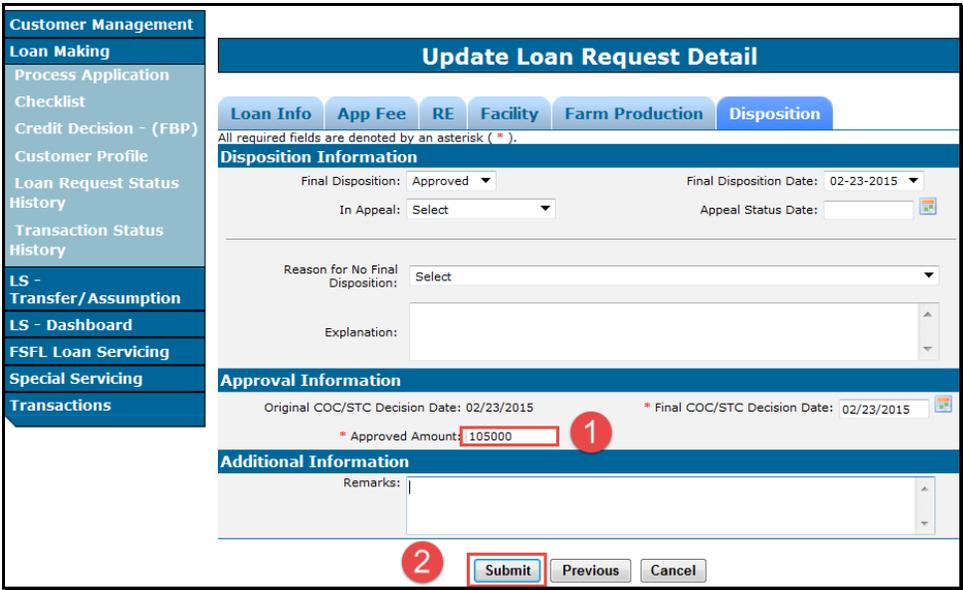
B Action

Decrease an approved loan amount according to the following table.

Step	Action
1	Select the borrower according to paragraph 22.
2	<p>From the Process Application Screen</p>  <p>The first time a new application is entered, select "Add Package".</p> <p>click the radio button of the loan to decrease.</p>
3	<p>After the loan is selected,</p>  <p>CLICK:</p> <ul style="list-style-type: none"> • "Update Loan Request" • "Go".

352 Decreases to Approved Loan Amount (Continued)

B Action

Step	Action
4	<p>The Update Loan Request Detail Screen will be displayed.</p>  <p>CLICK “Disposition”.</p> <p>Important: Do not change the requested loan amount.</p>
5	<p>On the Disposition Screen:</p>  <ul style="list-style-type: none"> • decrease the approved amount in the “Approved Amount” field • CLICK “Submit”.

352 Decreases to Approved Loan Amount (Continued)

B Action

Step	Action																																			
6	<p>The Process Application Screen will be displayed.</p> <div data-bbox="397 394 1360 886" style="border: 1px solid black; padding: 5px;"> <p>Customer Management Loan Making Process Application Checklist Credit Decision - (FBP) Customer Profile Obligate Loan Request Check Request Loan Request Status History Transaction Status History LS - Transfer/Assumption LS - Dashboard FSFL Loan Servicing Special Servicing Transactions</p> <p>Process Application > Printer Friendly</p> <p style="text-align: center;">Process Application</p> <p>The first time a new application is entered, select "Add Package".</p> <p><input type="button" value="Add Package"/></p> <p>Action: <input type="text" value="Select an Action"/> <input type="button" value="Go"/></p> <table border="1"> <thead> <tr> <th>S.No</th> <th>Date Received</th> <th>Request Type</th> <th>Type of Assistance Loan #</th> <th>Amount</th> <th>Status</th> <th>Status Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>12-06-2015</td> <td><input type="radio"/> 11 - FS</td> <td>000 2016/00001</td> <td>50,000.00</td> <td>Received</td> <td>12-06-2015</td> </tr> <tr> <td>2</td> <td>11-05-2015</td> <td><input type="radio"/> 11 - FS</td> <td>900 2016/00002</td> <td>40,000.00</td> <td>Received</td> <td>11-05-2015</td> </tr> <tr> <td>3</td> <td>02-11-2015</td> <td><input checked="" type="radio"/> 11 - FS</td> <td>901 2015/00004</td> <td>105,000.00</td> <td>Obligated</td> <td>02-25-2015</td> </tr> <tr> <td>4</td> <td>02-04-2010</td> <td><input type="radio"/> 11 - FS</td> <td>900 2010/00004</td> <td>50,000.00</td> <td>Closed</td> <td>09-07-2010</td> </tr> </tbody> </table> </div> <p>The loan amount has been decreased.</p> <p>Note: The status remains "Obligated". DLS will automatically send a decrease to the Finance Office.</p>	S.No	Date Received	Request Type	Type of Assistance Loan #	Amount	Status	Status Date	1	12-06-2015	<input type="radio"/> 11 - FS	000 2016/00001	50,000.00	Received	12-06-2015	2	11-05-2015	<input type="radio"/> 11 - FS	900 2016/00002	40,000.00	Received	11-05-2015	3	02-11-2015	<input checked="" type="radio"/> 11 - FS	901 2015/00004	105,000.00	Obligated	02-25-2015	4	02-04-2010	<input type="radio"/> 11 - FS	900 2010/00004	50,000.00	Closed	09-07-2010
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4	02-04-2010	<input type="radio"/> 11 - FS	900 2010/00004	50,000.00	Closed	09-07-2010																														

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.

Check Request

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

Loan Information	Loan Req Status Date: 08/24/2014 Loan Req Status: Obligated
Date Received: 07/17/2014	Request Type: FS
Use of Funds: 11 - Capital Improvements/Construction Costs	
Type of Assistance: 902 - FSFL - 12 Year	
Collateral: Structure	
Approved Loan Amount: \$500,000.00	COC/STC Decision Date: 07/23/2014
Interest Rate: 2.750%	Repayment Period: 12

Credit Action Information
Loan Approval Date: 07/23/2014
Loan Approval Official: <input style="width: 150px;" type="text"/>
Title: COR
Comments/Req:

Check Request Information
* Lien Search Date <input style="width: 100px;" type="text"/>

Select	* Check Request Amount	* Alternate Payee Indicator
	<input style="width: 80%;" type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No
Total Requested Check Amount:		
Undisbursed Balance: \$500,000.00		
<input type="button" value="Add Check"/>		

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: <ul style="list-style-type: none"> • enter the date in the “mm/dd/yyyy” format • click 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: Use “Alternate Payee” when using a closing agent and the borrower is receiving 100 percent of the proceeds.	Click the applicable “Yes” or “No” radio button. Note: There can be multiple alternate payees, but there can only be 1 non alternate 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	<p>The County Office shall:</p> <ul style="list-style-type: none"> • write “VOID” on the check and make a photocopy for the file • mail the check marked “VOID” to Treasury at the following address: <div style="text-align: center;">Philadelphia Regional Financial Center P.O. Box 51320 Philadelphia, PA 19154</div> • 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	<p>The County Office shall send an e-mail, to both of the following, requesting that the check be re-issued payable to CCC:</p> <ul style="list-style-type: none"> • Rhonda Quinlan at rhonda.quinlan@kcc.usda.gov • Mary Grisham at mary.grisham@kcc.usda.gov. <p>Note: The e-mail shall include the producer’s name, check number, and address to send the re-issued check.</p>
3	<p>The County Office shall cancel FSFL, according to paragraph 104. DLS will send loan information to NRRS and an overpayment receivable will be created.</p>
4	<p>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.</p>

401 Loan Closing

A Overview

Loan closing occurs **after** the:

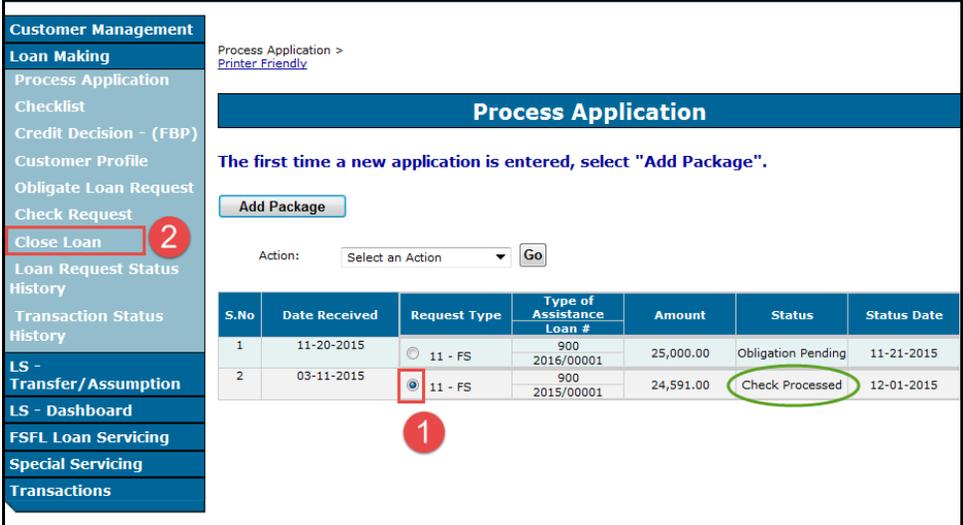
- check was requested
- applicant has signed CCC-186.

The CCC-186 must be prepared before closing. Users have the option to use:

- the amortization tools according to 1-FSFL, paragraph 195
- DLS Loan Closing Screen.

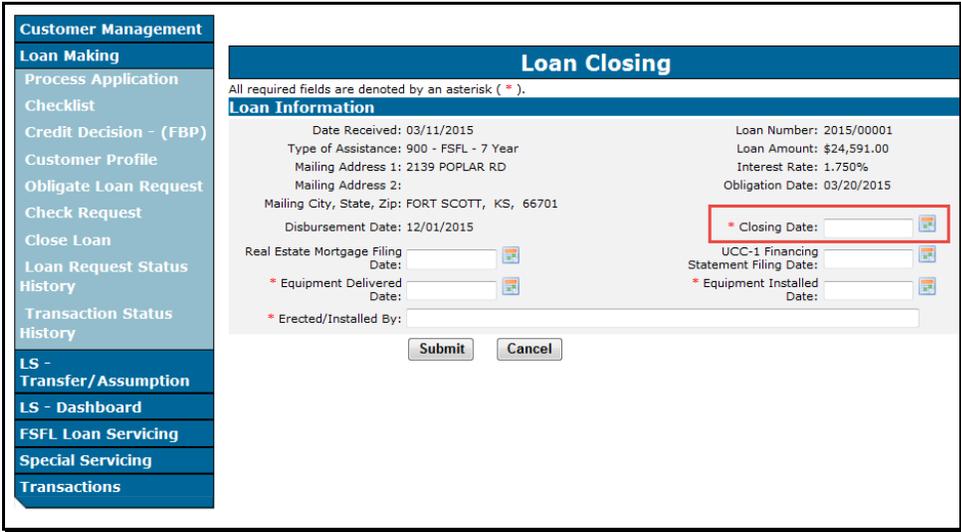
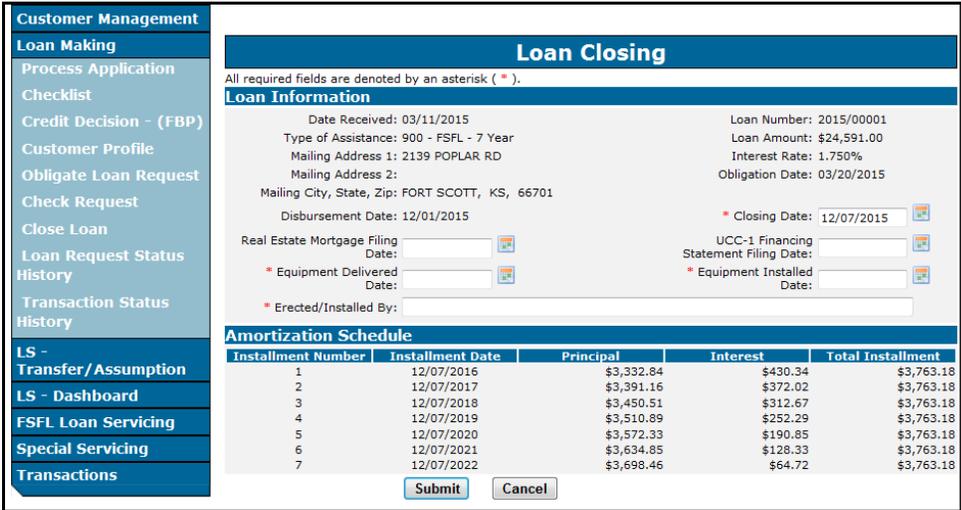
B Action

Complete the Loan Closing according to the following table.

Step	Action
1	<p>From the Process Application Screen</p>  <p>The screenshot shows the 'Process Application' screen. On the left is a navigation menu with 'Close Loan' highlighted in red and a red circle with the number '2' next to it. The main content area has a blue header 'Process Application' and a blue bar with the text 'The first time a new application is entered, select "Add Package"'. Below this is an 'Add Package' button and an 'Action:' dropdown menu with 'Select an Action' and a 'Go' button. A table with columns 'S.No', 'Date Received', 'Request Type', 'Type of Assistance Loan #', 'Amount', 'Status', and 'Status Date' is displayed. The second row of the table has a radio button selected, highlighted with a red box and a red circle with the number '1'. The status 'Check Processed' in the second row is circled in green.</p> <ul style="list-style-type: none"> • click the radio button of the applicable loan to be closed • CLICK “Loan Closing” from the left navigation bar. <p>Note: The loan status must be “Check Processed”.</p>

401 Loan Closing (Continued)

B Action (Continued)

Step	Action																																								
2	<p data-bbox="386 323 751 359">On the Loan Closing Screen</p> <div data-bbox="391 394 1352 926">  <p data-bbox="391 411 602 898"> Customer Management Loan Making Process Application Checklist Credit Decision - (FBP) Customer Profile Obligate Loan Request Check Request Close Loan Loan Request Status History Transaction Status History LS - Transfer/Assumption LS - Dashboard FSFL Loan Servicing Special Servicing Transactions </p> <p data-bbox="613 443 1341 751"> Loan Closing All required fields are denoted by an asterisk (*). Loan Information Date Received: 03/11/2015 Loan Number: 2015/00001 Type of Assistance: 900 - FSFL - 7 Year Loan Amount: \$24,591.00 Mailing Address 1: 2139 POPLAR RD Interest Rate: 1.750% Mailing Address 2: Obligation Date: 03/20/2015 Mailing City, State, Zip: FORT SCOTT, KS, 66701 Disbursement Date: 12/01/2015 * Closing Date: <input type="text"/>  Real Estate Mortgage Filing Date: <input type="text"/>  UCC-1 Financing Statement Filing Date: <input type="text"/>  * Equipment Delivered Date: <input type="text"/>  * Equipment Installed Date: <input type="text"/>  * Erected/Installed By: <input type="text"/> Submit Cancel </p> </div> <ul data-bbox="391 972 711 1039" style="list-style-type: none"> • enter the closing date • PRESS “Tab”. 																																								
3	<p data-bbox="386 1045 959 1081">The amortization schedule will be displayed.</p> <div data-bbox="391 1117 1352 1627">  <p data-bbox="391 1123 602 1610"> Customer Management Loan Making Process Application Checklist Credit Decision - (FBP) Customer Profile Obligate Loan Request Check Request Close Loan Loan Request Status History Transaction Status History LS - Transfer/Assumption LS - Dashboard FSFL Loan Servicing Special Servicing Transactions </p> <p data-bbox="613 1148 1341 1436"> Loan Closing All required fields are denoted by an asterisk (*). Loan Information Date Received: 03/11/2015 Loan Number: 2015/00001 Type of Assistance: 900 - FSFL - 7 Year Loan Amount: \$24,591.00 Mailing Address 1: 2139 POPLAR RD Interest Rate: 1.750% Mailing Address 2: Obligation Date: 03/20/2015 Mailing City, State, Zip: FORT SCOTT, KS, 66701 Disbursement Date: 12/01/2015 * Closing Date: 12/07/2015  Real Estate Mortgage Filing Date: <input type="text"/>  UCC-1 Financing Statement Filing Date: <input type="text"/>  * Equipment Delivered Date: <input type="text"/>  * Equipment Installed Date: <input type="text"/>  * Erected/Installed By: <input type="text"/> Submit Cancel </p> <p data-bbox="613 1444 1341 1598"> Amortization Schedule <table border="1" data-bbox="613 1461 1341 1598"> <thead> <tr> <th>Installment Number</th> <th>Installment Date</th> <th>Principal</th> <th>Interest</th> <th>Total Installment</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>12/07/2016</td> <td>\$3,332.84</td> <td>\$430.34</td> <td>\$3,763.18</td> </tr> <tr> <td>2</td> <td>12/07/2017</td> <td>\$3,391.16</td> <td>\$372.02</td> <td>\$3,763.18</td> </tr> <tr> <td>3</td> <td>12/07/2018</td> <td>\$3,450.51</td> <td>\$312.67</td> <td>\$3,763.18</td> </tr> <tr> <td>4</td> <td>12/07/2019</td> <td>\$3,510.89</td> <td>\$252.29</td> <td>\$3,763.18</td> </tr> <tr> <td>5</td> <td>12/07/2020</td> <td>\$3,572.33</td> <td>\$190.85</td> <td>\$3,763.18</td> </tr> <tr> <td>6</td> <td>12/07/2021</td> <td>\$3,634.85</td> <td>\$128.33</td> <td>\$3,763.18</td> </tr> <tr> <td>7</td> <td>12/07/2022</td> <td>\$3,698.46</td> <td>\$64.72</td> <td>\$3,763.18</td> </tr> </tbody> </table> </p> </div> <p data-bbox="386 1671 1268 1738">Compare the total installment amount to the amount calculated when another amortization schedule was used to complete CCC-186.</p>	Installment Number	Installment Date	Principal	Interest	Total Installment	1	12/07/2016	\$3,332.84	\$430.34	\$3,763.18	2	12/07/2017	\$3,391.16	\$372.02	\$3,763.18	3	12/07/2018	\$3,450.51	\$312.67	\$3,763.18	4	12/07/2019	\$3,510.89	\$252.29	\$3,763.18	5	12/07/2020	\$3,572.33	\$190.85	\$3,763.18	6	12/07/2021	\$3,634.85	\$128.33	\$3,763.18	7	12/07/2022	\$3,698.46	\$64.72	\$3,763.18
Installment Number	Installment Date	Principal	Interest	Total Installment																																					
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7	12/07/2022	\$3,698.46	\$64.72	\$3,763.18																																					
4	<p data-bbox="386 1745 1260 1778">Complete all remaining required fields according to subparagraph C</p>																																								

401 Loan Closing (Continued)

C Field Descriptions

The following table provides the field descriptions 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: <ul style="list-style-type: none"> • enter the date in the “mm/dd/yyyy” format • click 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.

402 Closing Loans for Borrowers With EFT and No Alternate Payee**A Processing in NPS**

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.

Important: The Check Request and Loan Closing functions **must** be performed on the **same day**.

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.

Process Application >
[Printer Friendly](#) As of 05-30-2014 13:30:09 CDT [Refresh](#)

Loan Request Status History			
Selection Results			
S.No	Request Type	Date Received	Requested Loan Amount
1	<input checked="" type="radio"/> FS	02-23-2010	50,000.00
2	<input type="radio"/> FS	03-20-2007	92,000.00

[Select](#)

Request Type#: FS
 Loan #: 2010/00004
 Type of Assistance: 900 - Farm Storage Facility Loan-7Yr

Date	Status	Days at Status
02-23-2010	Received	9
03-04-2010	Completed	0
03-04-2010	Approved	251
11-10-2010	Obligated	6
11-16-2010	Check Processed	2
11-18-2010	Closed	

[Cancel](#)

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.

Select Facility Loan to Service							
			Action:	Select an Action	<input type="button" value="Go"/>		
Select	Loan Number	Fund Code	Action	Loan	Loan Amount	Term	Status
<input type="radio"/>	2014/00001	11	Loan Inquiry	4	\$100,000.00	10	Active
<input checked="" type="radio"/>	2014/00003	11	Payment	4	\$85,000.00	12	Active
<input type="radio"/>	2014/00006	11	Assumption	4	\$50,000.00	7	Active
			Reverse Payment				
			Reapply S/36 Payment				
			Create Bankruptcy Plan				
			Write-Down				
			Liquidation				

461 Facility Loan Inquiry

A Overview

The FSFL Loan Inquiry Screen will be displayed with:

- summary information for a loan
- detailed history information for a loan.

461 Facility Loan Inquiry (Continued)

B Example of FSFL Loan Inquiry Summary 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.

[Printer Friendly](#)

FSFL Loan Inquiry			
Summary		History	
Loan Information			
Loan Number: 2013/00001	Loan Amount:	\$335,934.36	
FSA State: Florida (12)	Loan Term:	12	
FSA County: Hendry (051)	Interest Rate:	2.125%	
Installment Status			
Current Amount Due: \$0.00	Next Installment Date:	11/15/2014	
Daily Interest Accrual: \$19.557822	Next Installment Amount:	\$32,010.18	
Payment Status: \$0.00 Current	Next Installment Total Due:	\$32,010.18	
Loan Payoff as of Accrual Date			
Accrual Date: <input type="text" value="09/11/2014"/>	Outstanding Loan Principal:	\$335,934.36	
	Outstanding Loan Interest:	\$5,867.35	
	Total Outstanding Loan Amount:	\$341,801.71	
<input type="button" value="Cancel"/> <input type="button" value="Make Payment"/>			

C Example of the FSFL Loan Inquiry Summary Screen

Following is an example of the Loan Inquiry Screen for a borrower who owes an additional \$25.02 for the 2015 installment.

FSFL Loan Inquiry			
Summary		History	
Loan Information			
Loan Number: 2009/00001	Loan Amount:	\$45,255.00	
FSA State: Minnesota (27)	Loan Term:	7	
FSA County: Pipestone (117)	Interest Rate:	2.375%	
Installment Status			
Current Amount Due: \$25.02	Next Installment Date:	10/14/2015	
Daily Interest Accrual: \$0.889549	Next Installment Amount:	\$7,093.57	
Payment Status: \$25.02 Behind	Next Installment Total Due:	\$7,118.59	
Loan Payoff as of Accrual Date			
Accrual Date: <input type="text" value="10/14/2015"/>	Outstanding Loan Principal:	\$13,670.97	
	Outstanding Loan Interest:	\$342.48	
	Total Outstanding Loan Amount:	\$14,013.45	
<input type="button" value="Cancel"/> <input type="button" value="Make Payment"/>			

461 Facility Loan Inquiry (Continued)

D Example of FSFL Loan Inquiry Screen History

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

FSA State: Maryland(24)

FSA County: Anne Arundel(003)

Loan Amount: \$20,000.00

Loan Term: 7

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

E 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.

Note: Payments will be transmitted to NRRS based on the OIP code of the employee who entered the information which may be different than the borrower’s administrative State and county.

Important: When entering a single remittance for payments on multiple loans it is imperative that the total remittance amount entered is the amount on the check and not the amount be attributed to the loan

B Example of Payment Screen

Following is an example of the Payment Screen.

Payment			
All required fields are denoted by an asterisk (*).			
Loan Information			
Loan Number: 2013/00005	Loan Amount:	\$17,238.00	
FSA State: Alabama (01)	Loan Term:	7	
FSA County: Cullman (043)	Interest Rate:	2.000%	
Payment Details			
* Payment Date: 01/08/2015	Outstanding Loan Principal:	\$17,238.00	
* Payment Amount: <input type="text"/>	Outstanding Loan Interest:	\$408.99	
	Outstanding Loan Amount:	\$17,646.99	
Remittance Details			
* Remitter Name: <input type="text" value="Select"/>	* Total Remittance Amount:	<input type="text"/>	
* Remittance Type: <input type="text" value="Select"/>	Remittance Number:	<input type="text"/>	
<input type="button" value="Next"/> <input type="button" value="Cancel"/>			

462 Payment (Continued)

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	<p>The date the payment was received in the Service Center.</p> <p>The date is defaulted to the current date but a previous date can be entered.</p> <p>Note: If the date is greater than 7 calendar days before the system date, a warning message will be displayed.</p>	<p>No action needed if payment date is the current date.</p> <p>If the payment was received before the system date, enter the date by doing either of the following:</p> <ul style="list-style-type: none"> • enter the date in the “mm/dd/yyyy” format • click the calendar icon.
Payment Amount	The dollar amount of the payment for the loan.	Enter the amount in dollars and cents.
Remittance Details		
Remitter Name	<p>The name of the person or persons submitting the payment.</p> <p>The remitter can be someone other than the borrower.</p>	<p>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”.</p> <p>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.</p>
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	<p>The type of remittance. The following options are available:</p> <ul style="list-style-type: none"> • cash • cashier’s check • check • money order • multi-party check • wire. 	Select the applicable remittance type from the drop-down list.

462 Payment (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
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 “Cancel” to return to the Select Facility Loan To Service Screen.

D Example of Payment Confirmation Screen

Following is an example of the Payment Confirmation Screen.

The screenshot displays a web interface for 'Payment Confirmation'. On the left is a navigation menu with options: Customer Management, Loan Making, LS - Transfer/Assumption, LS - Dashboard, FSFL Loan Servicing, Select Facility Loan (highlighted), Special Servicing, and Transactions. The main content area is titled 'Payment Confirmation' and includes a 'Printer Friendly' link. It is divided into three sections: 'Loan Information' (Loan Number: 2012/00005, Loan Amount: \$50,000.00, FSA State: Kansas (20), Loan Term: 7, FSA County: Doniphan (043), Interest Rate: 1.000%), 'Payment Details' (Payment Date: 08/27/2014, Payment Amount: \$5,000.00, Payment Interest Amount: \$861.64, Payment Principal Amount: \$4,138.36, New Loan Balance: \$45,861.64), and 'Remittance Details' (Remitter Name: Joe Farmer, Total Remittance Amount: \$5,000.00, Remittance Type: Check, Remittance Number: 1234). At the bottom are 'Submit', 'Previous', and 'Cancel' buttons.

E Action for Payment Confirmation Screen

Before completing the payment process it is recommended that the user:

- screen print the Payment Confirmation Screen
- initial the following remittance details as correct:
 - payment date
 - payment amount
 - total remittance amount
 - remittance type.

If any of the information on the Payment Confirmation Screen is not correct, the user shall CLICK “Previous” to return to the Payment Screen and modify payment details accordingly.

Note: Retain a copy of the initialed Payment Confirmation screen shot in the borrower’s folder.

462 Payment (Continued)

E Action for Payment Confirmation Screen (Continued)

After completing the payment confirmation, for accuracy users are required to print a receipt for the borrower: To print the receipt:

- CLICK “Printer Friendly” and print a receipt for the borrower and loan folder.

Important: The Payment Confirmation Screen is the **only** screen that allows the user to print a payment receipt for the borrower.

- 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 payment 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.

FSFL Loan Inquiry	
Printer Friendly	
<div style="display: flex; justify-content: space-between;"> Summary History </div>	
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	
Accrual Date: 01/27/2015	Outstanding Loan Principal: \$67,830.40
	Outstanding Loan Interest: \$211.85
	Total Outstanding Loan Amount: \$68,042.25
<div style="display: flex; justify-content: space-around;"> Cancel Make Payment </div>	

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 10, 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. To bring the loan current the borrower would have to pay \$369.30 to as of May 10, 2015.

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			
Accrual Date:	05/10/2015	Outstanding Loan Principal:	\$67,830.40
		Outstanding Loan Interest:	\$666.46
		Total Outstanding Loan Amount:	\$68,496.86
<input type="button" value="Cancel"/> <input type="button" value="Make Payment"/>			

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.

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:	\$0.00	Next Installment Date:	11/29/2015
Daily Interest Accrual:	\$4.401379	Next Installment Amount:	\$17,869.13
Payment Status:	\$30.70 Ahead	Next Installment Total Due:	\$17,838.43
Loan Payoff as of Accrual Date			
Accrual Date:	01/27/2015	Outstanding Loan Principal:	\$67,642.25
		Outstanding Loan Interest:	\$0.00
		Total Outstanding Loan Amount:	\$67,642.25
<input type="button" value="Cancel"/> <input type="button" value="Make Payment"/>			

464-499 (Reserved)

Section 2 Corrections

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
<input checked="" type="radio"/>	11/13/2013	\$11,896.53	\$1,699.74	\$13,596.27
<input type="radio"/>	11/13/2012	\$11,657.55	\$1,951.28	\$13,608.83
<input type="button" value="Next"/> <input type="button" value="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
<input type="button" value="Submit"/> <input type="button" value="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.

Customer Management Loan Making LS - Transfer/Assumption LS - Dashboard FSFL Loan Servicing Select Facility Loan Special Servicing Transactions	Reapply S/36 Payment					
	All required fields are denoted by an asterisk (*).					
	Loan Information					
	Loan Number: 2009/00006		Loan Amount: \$50,000.00			
	FSA State: Iowa (19)		Loan Term: 7			
	FSA County: Adair (001)		Interest Rate: 3.250%			
	Reversed S/36 Payments					
	The following payments have been reversed and may be reapplied.					
		Select	Payment Date	Payment Principal	Payment Interest	Payment Total
		<input checked="" type="radio"/>	11/16/2013	\$7,124.98	\$887.45	\$8,012.43
Payment Details						
* Payment Date: 11/16/2013		* Schedule of Deposit:				
<input type="button" value="Next"/> <input type="button" value="Cancel"/>						

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: <ul style="list-style-type: none"> enter the date in the “mm/dd/yyyy” format click 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.

Customer Management	Payment Confirmation						
Loan Making	Loan Information						
LS - Transfer/Assumption	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Loan Number: 2009/00006</td> <td style="width: 50%;">Loan Amount: \$50,000.00</td> </tr> <tr> <td>FSA State: Iowa (19)</td> <td>Loan Term: 7</td> </tr> <tr> <td>FSA County: Adair (001)</td> <td>Interest Rate: 3.250%</td> </tr> </table>	Loan Number: 2009/00006	Loan Amount: \$50,000.00	FSA State: Iowa (19)	Loan Term: 7	FSA County: Adair (001)	Interest Rate: 3.250%
Loan Number: 2009/00006	Loan Amount: \$50,000.00						
FSA State: Iowa (19)	Loan Term: 7						
FSA County: Adair (001)	Interest Rate: 3.250%						
LS - Dashboard	Payment Details						
FSFL Loan Servicing	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Payment Date: 11/15/2013</td> <td style="width: 50%;">Payment Amount: \$8,012.43</td> </tr> <tr> <td>Schedule of Deposit: 456</td> <td>Payment Interest Amount: \$884.78</td> </tr> <tr> <td>New Loan Balance: \$22,802.51</td> <td>Payment Principal Amount: \$7,127.65</td> </tr> </table>	Payment Date: 11/15/2013	Payment Amount: \$8,012.43	Schedule of Deposit: 456	Payment Interest Amount: \$884.78	New Loan Balance: \$22,802.51	Payment Principal Amount: \$7,127.65
Payment Date: 11/15/2013	Payment Amount: \$8,012.43						
Schedule of Deposit: 456	Payment Interest Amount: \$884.78						
New Loan Balance: \$22,802.51	Payment Principal Amount: \$7,127.65						
Select Facility Loan	<input type="button" value="Submit"/> <input type="button" value="Previous"/> <input type="button" value="Cancel"/>						
Special Servicing							
Transactions							

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 System 36 Payment for Other Than an Incorrect Payment Date**

When a System 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: The 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)

Section 3 Special Servicing

550 Assumptions

A Overview

The assumption process in DLS allows 1 or more borrowers to assume a loan that is “Active”. The primary borrower that assumes the loan must have an approved credit decision in FBP **before** the loan can be assumed in DLS.

Partial/Final loans must be in the same loan package for the assumption process to work correctly.

Important: When a partial/final loan is in separate loan packages, the State Office specialist must contact the National Office for assistance. This action must be done **before** the loan can be assumed in DLS.

Note: Any FY 2014 and prior loans will need assistance from the National Office **before** processing the assumption as those loans were migrated to DLS in separate loan packages.

B Example of Partial/Final Loan in Separate Loan Packages

Following is an example of a partial/final loan in separate loan packages.

Customer Management
 Loan Making
 Process Application
 Checklist
 Credit Decision - (FBP)
 Customer Profile
 Obligate Loan Request
 Check Request
 Close Loan
 Loan Request Status History
 Transaction Status History
 LS - Transfer/Assumption
 LS - Dashboard
 FSFL Loan Servicing
 Special Servicing
 Transactions

Process Application >
[Printer Friendly](#)

Process Application

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

Add Package

Action:

S.No	Date Received	Request Type	Type of Assistance Loan #	Amount	Status	Status Date
1	02-23-2010	<input checked="" type="radio"/> 11 - FS	901 2010/00004(P)	125,000.00	Closed	06-25-2010
2	02-23-2010	<input type="radio"/> 11 - FS	901 2010/00006	125,000.00	Closed	10-08-2010

Important: This loan must **not** be assumed until both loans are in a single loan package.

550 Assumptions (Continued)

C Action for Partial/Final Loans in Separate Loan Packages

When a partial/final loan is to be assumed and the loans are in 2 separate loan packages the County Office shall contact the National Office through their State Office for assistance in moving the loans into a single loan package.

After the loans have be moved into a single loan package, follow subparagraph G.

Important: **Never** process an assumption for a partial/final loan that are in separate loan packages.

D Example of Partial/Final Loan in Same Loan Packages

Following is an example of a partial/final loan in the same loan package.

Customer Management

Loan Making

Process Application

Checklist

Credit Decision - (FBP)

Customer Profile

Loan Request Status History

Transaction Status History

LS - Transfer/Assumption

LS - Dashboard

FSFL Loan Servicing

Special Servicing

Transactions

Process Application >
[Printer Friendly](#)

Process Application

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

Add Package

Action:

S.No	Date Received	Request Type	Type of Assistance Loan #	Amount	Status	Status Date
1	11-01-2015	<input type="radio"/> 11 - FS	900 2016/00002(P)	50,000.00	Received	11-01-2015
		<input checked="" type="radio"/> 11 - FS	900 2016/00003	50,000.00	Received	11-01-2015
2	03-18-2014	<input type="radio"/> 11 - FS	900 2014/00003	148,420.43	Closed	11-18-2014
3	01-17-2012	<input type="radio"/> 11 - FS	900 2012/00003	500,000.00	Closed	11-20-2012

550 Assumptions (Continued)

E Example of a Final Only Loan

Following is an example of a Final Only Loan.

S.No	Date Received	Request Type	Type of Assistance Loan #	Amount	Status	Status Date
1	03-26-2015	<input type="radio"/> 11 - FS	900 2015/00002	33,600.00	Completed	03-26-2015
2	04-19-2012	<input checked="" type="radio"/> 11 - FS	900 2012/00004	49,795.99	Closed	08-02-2012

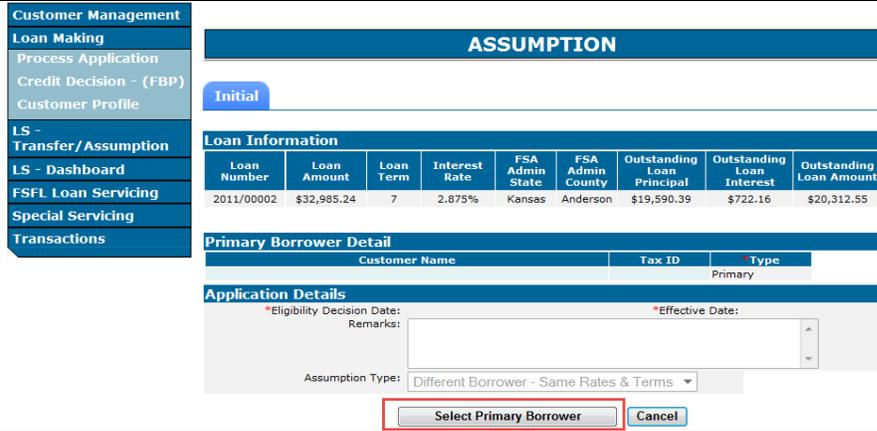
G Action

Complete the assumption process according to the following table.

Step	Action
1	Select the borrower according to paragraph 22.
2	<p>The Process Application Screen will be displayed.</p> <p>From the left navigation bar CLICK “FSFL Loan Servicing”.</p>

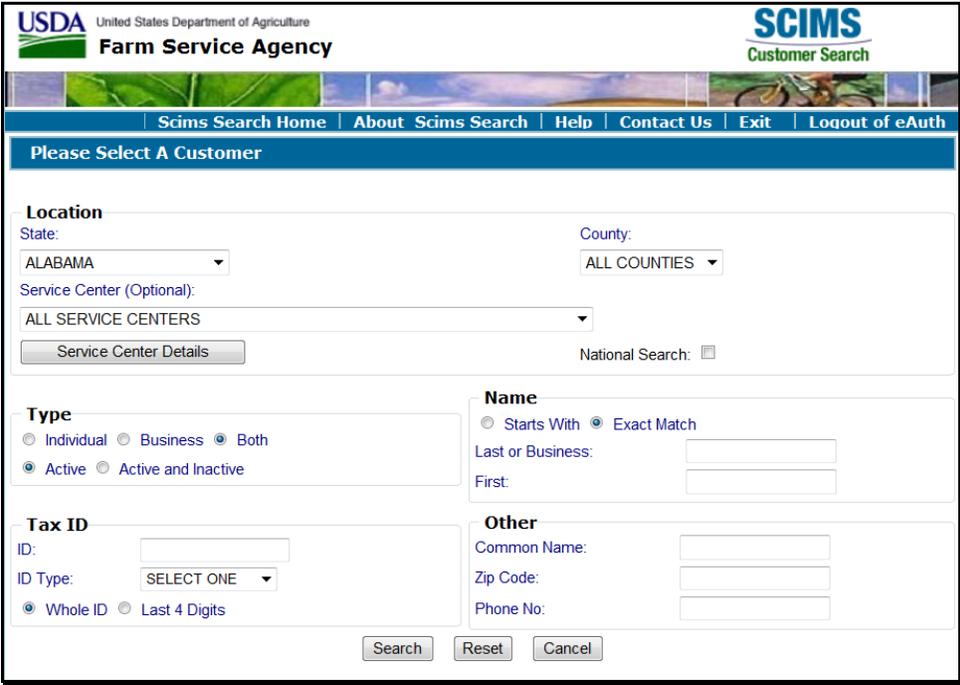
550 Assumptions (Continued)

G Action (Continued)

Step	Action
3	<p>The Select Facility Loan to Service Screen will be displayed.</p>  <p>Click the radio button of the applicable loan.</p> <p>Note: Only loans with a status of “Active” can be assumed.</p>
4	<p>Use the “Action” drop-down list to select “Assumption”.</p>  <p>CLICK:</p> <ul style="list-style-type: none"> • “Assumption” • “Go”.
5	<p>The Assumption Screen will be displayed.</p>  <p>CLICK “Select Primary Borrower”.</p>

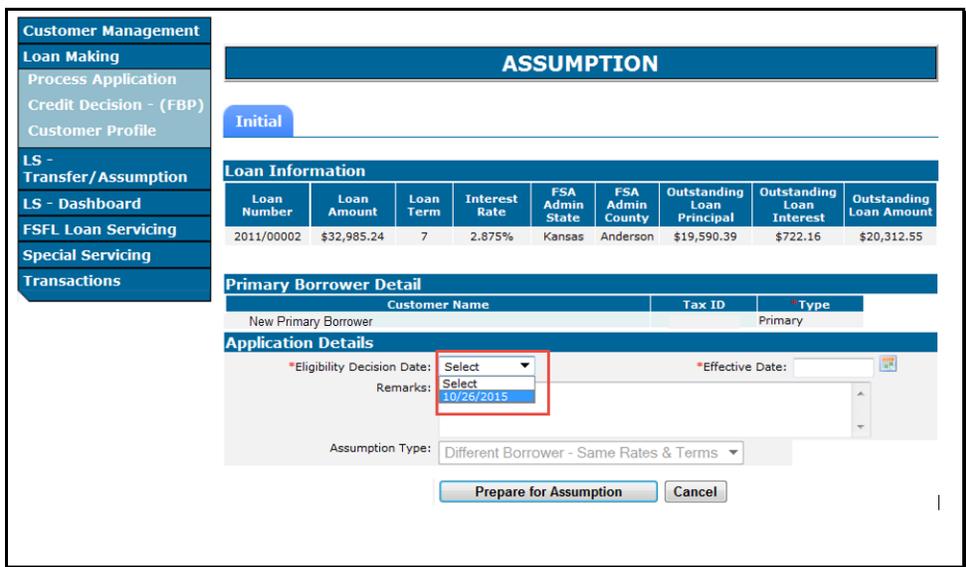
550 Assumptions (Continued)

G Action (Continued)

Step	Action
6	<p>The SCIMS Search Page will be displayed.</p>  <p>Select the primary borrower who will be assuming the loan.</p> <p>Important: After selecting the new primary borrower the system will not allow the user to change the primary borrower that was selected from SCIMS.</p>

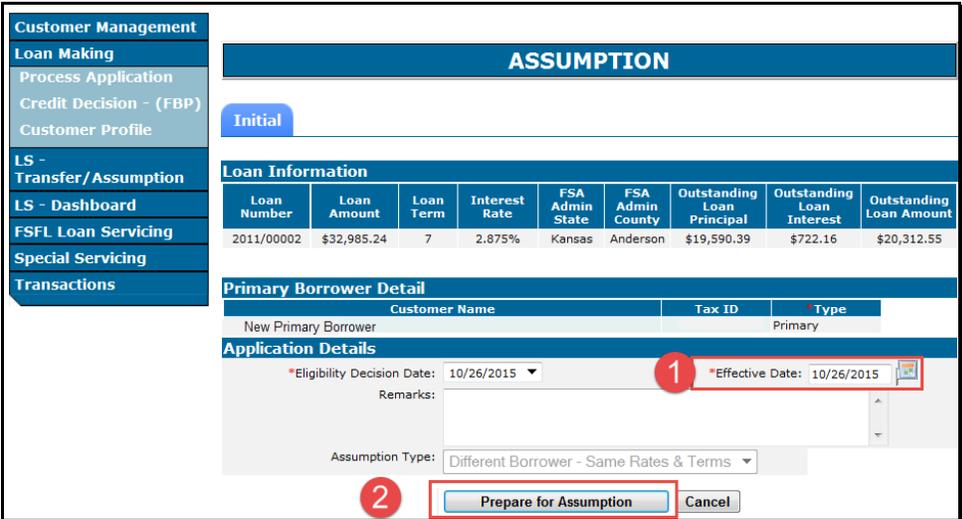
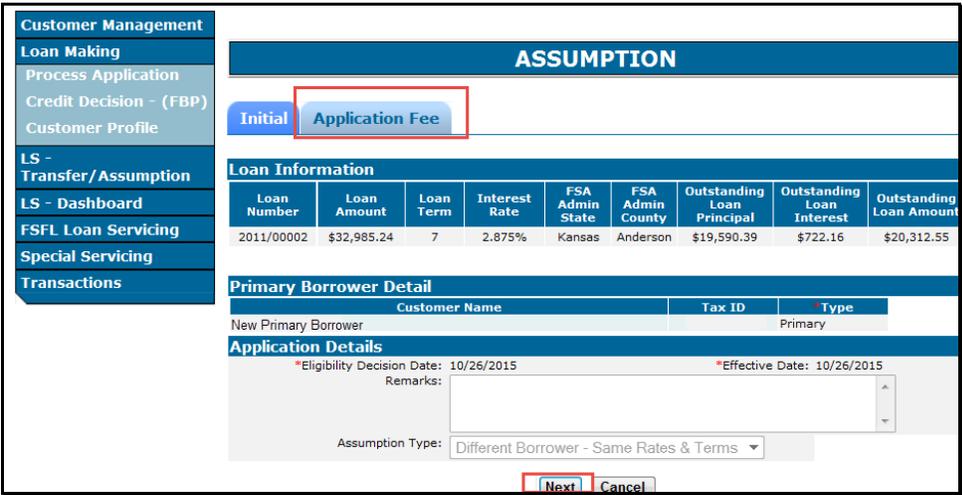
550 Assumptions (Continued)

G Action (Continued)

Step	Action
7	<p>The Assumption Screen will be re-displayed.</p>  <p>Using the drop-down list, select the Eligibility Decision Date.</p> <p>Note: If the field is blank an approved credit decision does not exist in FBP for the new primary borrower.</p>

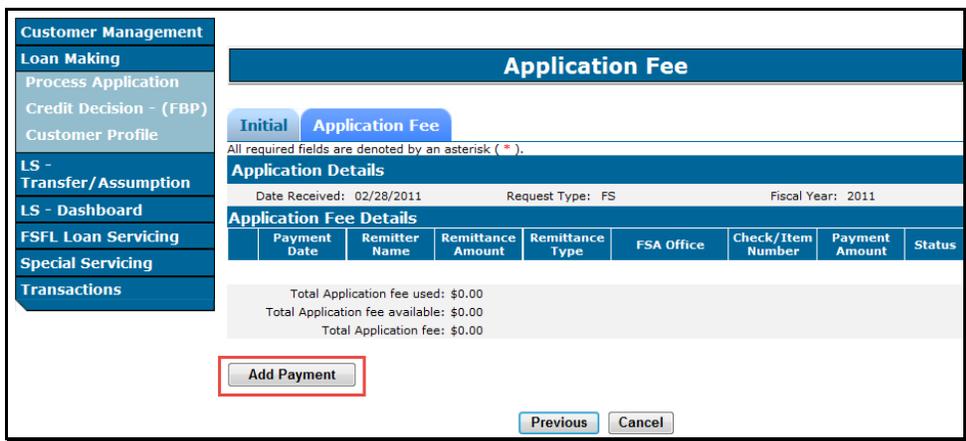
550 Assumptions (Continued)

G Action (Continued)

Step	Action
8	<p>The Eligibility Decision Date will be populated.</p>  <p>Enter the effective date of the assumption. CLICK “Prepare for Assumption”.</p> <p>Notes: The effective date must be equal to or greater than the eligibility decision date.</p> <p>Enter any remarks before clicking “Prepare for Assumption”.</p>
9	<p>The “Application Fee” tab will now be available.</p>  <p>CLICK “Next” or “Application Fee”.</p>

550 Assumptions (Continued)

G Action (Continued)

Step	Action
10	<p>The Application Fee Screen will be displayed.</p>  <p>Complete the:</p> <ul style="list-style-type: none"> • application fee according to paragraphs 34 through 37 • related entities according to paragraphs 60 through 62.

550 Assumptions (Continued)

G Action (Continued)

Step	Action
11	<p>After the application fees and related entities information has been completed, the Assumption Screen will be re-displayed.</p> <div data-bbox="410 432 1373 879" style="border: 1px solid black; padding: 5px;"> </div> <p>CLICK:</p> <ul style="list-style-type: none"> • “Approve” to finalize assumption • “Cancel” to save information and approve at a later date. <p>Note: The loan will no longer be available to be viewed under the original borrower.</p> <p>All payment history for the loan:</p> <ul style="list-style-type: none"> • is moved to the new borrower • can be viewed in the Loan Inquiry Screen.

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.

Liquidation	
All required fields are denoted by an asterisk (*).	
Loan Information	
Loan Number: 2007/00006	Loan Amount: \$50,000.00
FSA State: Iowa (19)	Loan Term: 7
FSA County: Boone (015)	Interest Rate: 4.625%
Update of Liquidation Status	
* Notification of Disposition Letter: <input type="text" value="08/26/2014"/> 	Outstanding Loan Principal: \$8,147.05
	Outstanding Loan Interest: \$346.86
	Total Outstanding Loan Amount: \$8,493.91
* Liquidation will make the loan as settled and transfer the balance to NRRS as a receivable.	
Do you wish to continue?	
<input type="radio"/> Yes <input type="radio"/> No	
<input type="button" value="Submit"/> <input type="button" value="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 “**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: 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.

Create Bankruptcy Plan

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

Court Approved Plan Details

Loan Number: 2014/00002	Outstanding Loan Principal: \$4,013.56
* Effective Date: <input type="text" value="09/09/2014"/>	Outstanding Loan Interest: \$0.00
* Expiration Date: <input type="text"/>	

Part I - Secured Debt Portion

* New Secured Principal: * New Secured Interest Rate:

Secured Debt Installments

Select	Due Date	Principal Due	Interest Due
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Part II - Unsecured Debt Portion

* New Unsecured Principal: * New Unsecured Interest Rate:

Unsecured Debt Installments

Select	Due Date	Principal Due	Interest Due
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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: <ul style="list-style-type: none"> enter the date in the “mm/dd/yyyy” format click 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: <ul style="list-style-type: none"> enter the date in the “mm/dd/yyyy” format click the calendar icon.
Principal Due	The amount of the principal due with the installment.	Enter in dollars and cents.
Interest Due	The amount of interest due with the installment.	CLICK “Add Installment” to add other installments, as applicable.
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: <ul style="list-style-type: none"> • enter the date in the “mm/dd/yyyy” format • click the calendar icon.
Principal Due	The amount of the principal due with the installment.	Enter in dollars and cents.
Interest Due	The amount of interest due with the installment.	CLICK “ Add Installment ” to add other installments, as applicable.

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: <input type="text" value="Select an Action"/> <input type="button" value="Go"/>							
Select	Loan Number	Fund Code	Loan Type	Date of Loan	Loan Amount	Term	Status
<input type="radio"/>	2005/00001	11	FS	10/26/2005	\$42,329.00	7	Settled
<input type="radio"/>	2010/00002	11	FS	05/03/2010	\$50,000.00	7	Bankruptcy Original
<input checked="" type="radio"/>	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: 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.

Complete Bankruptcy Process			
Loan Information			
Bankruptcy Loan Number: 2010/00002		Original Loan Number: 2010/00002	
Effective Date of Bankruptcy: 06/01/2014		Original FSFL Disbursement Date: 06/01/2014	
Apply Bankruptcy Payments to Original Loan			
Secured Debt Payments Received			
Payment Number	Date Due	Date Paid	Amount of Payment
Unsecured Debt Payments Received			
Payment Number	Date Due	Date Paid	Amount of Payment
This process will apply all bankruptcy loan payments bank to the original loan, settle the bankruptcy loan, and reactivate the original loan.			

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

Select Facility Loan to Service

Action: Select an Action Go

Select	Loan Number	Fund Code	Loan	Loan Amount	Term	Status
<input checked="" type="radio"/>	2008/00002	11	3	\$16,468.79	7	Active
<input type="radio"/>	2011/00004	11	1	\$20,104.20	7	Active
<input type="radio"/>	2013/00002	11	3	\$24,393.30	7	Active

Select an Action

Loan Inquiry

Payment

Assumption

Reverse Payment

Reapply S/36 Payment

Create Bankruptcy Plan

Write-Down

Liquidation

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.

- CLICK “**Submit**” to complete the process
- CLICK “Cancel” to cancel the process and return to the Process Application Screen.

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

The screenshot displays the FLPIDS Manuals screen. On the left is a sidebar with a 'Logon' button, 'Informational Links', 'Automated Systems Alerts', and a version notice: 'Version: fmm-app-web-1.1.0 (2014-06-18 14:50:57)'. The main content area is titled 'Manuals' and includes the following sections:

- Guides**
 - National FLP PT Guide
 - FLPRA National Office Review Process Guide
 - FLPRA State Office Review Process Guide
 - FMMI User's Guide
- Instructions/Flowcharts**
 - FmHA and RD
- Software User Guides/Indices**
 - DLS-Loan Making User's Guide
 - DLS-Loan Servicing User's Guide Updated 06/16/2014
 - Direct Loan System - Training Presentations
 - Loan Servicing Questions
 - Special Servicing:
 - SS Quick User Reference
 - Special Servicing Charts
 - eDALR\$ User Guide
 - [Hyperion Reports User Guide](#)
 - GLS - Guaranteed Loan System
 - GLS - User Guide
 - Lender Interactive Network Connection (LINC) Guide
 - Inventory Property User Guide
 - Changes to the FSA/Farm Loan Program EFT System Training Presentation
 - State FBP Coordinator User Guide
 - Farm Business Plan - Training Presentations
- Training Manuals**
 - Emergency Loan Training Manual
 - EM Pasture Loss Calculation Example
 - EM Loss Loan Calculation Examples
 - FLOT Orientation Manual
 - FLOT Trainer/Trainee Manual
 - FMMI Program Loan Cost Expense - Training Presentations
 - Personally Identifiable Information (PII) measures implemented in LINC
 - Personally Identifiable Information (PII) measures implemented in GLS

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	XXXXXXXXXXXXXXXXXXXXX 99-999-9999	99 XX	9999 99/99/9999	\$999,999.99	\$999,999.99	\$999,999.99	99 999	X X
99-399	XXXXXXXX	XXXXXXXXXXXXXXXXXXXXX 99-999-9999	99 XX	9999 99/99/9999	\$999,999.99	\$999,999.99	\$999,999.99	99 999	X X
99-399	XXXXXXXX	XXXXXXXXXXXXXXXXXXXXX 99-999-9999	99 XX	9999 99/99/9999	\$999,999.99	\$999,999.99	\$999,999.99	99 999	X X
99-399	XXXXXXXX	XXXXXXXXXXXXXXXXXXXXX 99-999-9999	99 XX	9999 99/99/9999	\$999,999.99	\$999,999.99	\$999,999.99	99 999	X 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.

<p>EXAMPLE: Select State By Servicing Office</p>		<p>UNITED STATES DEPARTMENT OF AGRICULTURE FARM SERVICE AGENCY ROUTINE SERVICING Payment Reminder Report</p>							<p>Page # Date TOD</p>	
<p>STATE: XXXXXXXXXXXXXXXX DISTRICT: 599 SERVICING OFFICE: 99-399 XXXXXXXXXXXXXXXX COUNTY: XXXXXXXXXXXXXXXX PROGRAM TYPE: All INSTALLMENT DUE DATE: 10/01/2009 to 9/30/2010</p>										
FLP MAIL CODE	SVC OFFICE	CUSTOMER NAME	ADDRESS	CASE NUMBER	LOAN NBR	LOAN DATE/ LOAN AMOUNT	PRINCIPAL BALANCE/ DAILY INT ACC	INSTMT DATE/ INSTMT AMOUNT	TOTAL AMOUNT DUE	
99-399	XXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX, 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	XXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX, 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	XXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX, 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	XXXXXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX, 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	+
<p>* THIS MAY INCLUDE PAST DUE AMOUNTS. + DOES NOT INCLUDE ADVANCE UNPAID BALANCES.</p>										

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: XXXXXXXXXXXXXXXXXXXX DISTRICT: 599 SERVICING OFFICE: 99-399 XXXXXXXXXXXXXXXXXXXX COUNTY: XXXXXXXXXXXXXXXXXXXX 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	XXXXXXXXXXXXXXXXXXXX	99-999-9999	0702154780 99/99/9999	99-099	UCC	XXXXXXXXXXXXXXXXXX	99/99/9999	99/99/9999	99/99/9999
99-399	XXXXXXXX	XXXXXXXXXXXXXXXXXXXX	99-999-9999	0702154780 99/99/9999	99-099	MVL	XXXXXXXXXXXXXXXXXX	99/99/9999	99/99/9999	99/99/9999
99-399	XXXXXXXX	XXXXXXXXXXXXXXXXXXXX	99-999-9999	0702154780 99/99/9999	99-099	EFS	XXXXXXXXXXXXXXXXXX	99/99/9999	99/99/9999	99/99/9999
99-399	XXXXXXXX	XXXXXXXXXXXXXXXXXXXX	99-999-9999	0702154780 99/99/9999	99-099	FFS	XXXXXXXXXXXXXXXXXX	99/99/9999	99/99/9999	99/99/9999
99-399	XXXXXXXX	XXXXXXXXXXXXXXXXXXXX	99-999-9999	0702154780 99/99/9999	99-099	CFS	XXXXXXXXXXXXXXXXXX	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

605 Status of Farm Loan Programs 540 Report

A Overview

The Status of Farm Loan Programs 540 Report lists loan servicing detail information for both FLP and FSFL's.

B Example of Status of Farm Loan Programs 540 Report

Following is an example of the Status of Farm Loan Programs 540 Report.

Borrower Name		Case Number	ST CO BORR-ID		DAILY	FIPS ST/CT/NTY CODE	DATE OF	PAYMENT STATUS	SCHEDULED	FY
LOAN SERVICING	LOAN		UNPAID BALANCES		INTEREST		LAST CASH	A - AHEAD	ANNUAL	LN
INFORMATION CODES	NUMBER		INTEREST	PRINCIPAL	ACCURAL	INTEREST	PAYMENT	B - BEHIND	INSTALLMENT	
BORROWERS WITH LOANS PAST DUE:										
			24 03	*****0775	WH	MALE	NON	24 005		
91 PDD	1216	2011/00002	\$54.06	\$11,693.32	0.00068	1.88	12/16/2015	\$0.05 B	\$4,054.00	18
	1121	2014/00003	\$94.66	\$11,459.55	0.70941	2.25	11/02/2015	\$0.00	\$2,065.91	21
	TOTAL		\$148.72	\$23,152.87	1.30710				\$6,119.91	
			24 11	*****1681	WH	ORG OTH	UNK	24 021		
122 PDD	1115	2011/00001	\$288.86	\$39,049.22	2.40714	2.25	11/16/2015	\$10.65 B	\$13,603.45	18
	TOTAL		\$288.86	\$39,049.22	2.40714				\$13,603.45	
			24 12	*****7901	WH	ORG MAL	NON	24 023		
90 PDD	1217	2009/00001	\$117.20	\$15,380.81	1.31685	3.13	12/17/2015	\$8.05 B	\$15,870.41	16
	1213	2012/00001	\$150.15	\$52,951.27	1.63206	1.13	12/14/2015	\$0.00	\$13,611.99	19
	TOTAL		\$267.35	\$68,332.08	2.94891				\$29,482.40	
BORROWERS WITH ALL LOANS ON OR AHEAD OF SCHEDULE:										
			24 03	*****9355	WH	MALE	NON	24 005		
0827		2014/00001	\$497.01	\$38,454.69	2.23880	2.13	08/06/2015	\$0.00	\$6,903.89	21
	TOTAL		\$497.01	\$38,454.69	2.23880				\$6,903.89	
			24 07	*****7115	WH	MALE	NON	24 013		
1125		2011/00002	\$191.06	\$20,125.60	1.51631	2.75	11/10/2015	\$0.00	\$7,102.74	18
	TOTAL		\$191.06	\$20,125.60	1.51631				\$7,102.74	
			24 07	*****6116	WH	ORG MAL	NON	24 013		
0121		2009/00004	\$29.35	\$6,348.16	0.54351	3.13	01/21/2016	\$0.00	\$6,553.10	17
	TOTAL		\$29.35	\$6,348.16	0.54351				\$6,553.10	

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		31, 32
CCC-186	Farm Storage Facility Loan Program Promissory Note and Security Agreement		401, 402
CCC-257	Schedule of Deposit		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
DLS	Direct Loan System	text
FLPIDS	Farm Loan Program Information Delivery System	3, 600, Ex. 2
FP	farm program	20, Ex. 2

Re delegations 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.