

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

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

Amendment 2

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

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

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

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

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

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

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

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

Subparagraph 462 C has been amended to:

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

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

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

Amendment Transmittal (Continued)

A Reasons for Amendment (Continued)

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

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

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3 DLS Background and Functionality

A Background

DLS:

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

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

B Functionality

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

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

4-19 (Reserved)

Part 4 Loan Disposition**300 Credit Decision****A Overview**

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

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

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

B Action

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

- recommend approve
- recommend disapprove.

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

- approved
- disapproved.

301 Disposition**A Overview**

The Disposition Screen contains the following:

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

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

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

301 Disposition (Continued)

B Example of Disposition Screen

Following is an example of the Disposition Screen.

Update Loan Request Detail

Loan InfoFacilityFarm ProductionDisposition

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

Disposition Information

Final Disposition: <input type="text" value="Select"/>	Final Disposition Date: <input type="text"/>
In Appeal: <input type="text" value="Select"/>	Appeal Status Date: <input type="text"/>

Reason for No Final Disposition:

Explanation:

Approval Information

Original COC/STC Decision Date: <input type="text"/>	Final COC/STC Decision Date: <input type="text"/>
Approved Amount: <input type="text"/>	

Rejection Information

Reason(s) for Rejection:

Reasons:

Explanation:

Additional Information

Remarks:

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:

Title: COR

Comments/Req:

Check Request Information

* Lien Search Date

Select	* Check Request Amount	* Alternate Payee Indicator
<input type="checkbox"/>	<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"> • entering the date in the “mm/dd/yyyy” format • clicking the calendar icon.
Check Request Amount	The amount of check to be disbursed. *--An undisbursed balance is displayed to assist the user with any remaining balance.--* Note: All checks must total the approved loan amount.	Enter the amount in dollars and cents.
Alternate Payee Indicator	Indicate whether the check will be issued to the borrower or an alternate payee. Users will identify the alternate payee in NPS. *-- Note: Do not use Alternate Payee when using closing agent and borrower is receiving 100 percent of proceeds.--*	Click the applicable “ Yes ” or “ No ” radio button. Note: There can be multiple alternate payees, but there can only be 1 nonalternate payee.

If:

- *--only 1 check is being requested, CLICK “**Add Check**”, then “**Check Request**”--*
- multiple checks are being requested, CLICK “**Add Check**”. Add additional checks as applicable. After all checks have been entered, CLICK “**Check Request**”. The Process Application Screen will be displayed, and the status of the loan will be updated to “Check Processed”.

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

Note: CLICK “**Cancel**” to cancel the process.

400 Check Request (Continued)

***--D Certifying and Signing Payment Requests in NPS**

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

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

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

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

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

Step	Action
1	<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>

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: <input type="text" value="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				

--*

C Action

Select the borrower according to paragraph 22.

From the Process Application Screen:

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

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

461 Facility Loan Inquiry

A Overview

The FSFL Loan Inquiry Screen will:

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

B Example of FSFL Loan Inquiry Screen

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

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

[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

Cancel
Make Payment

461 Facility Loan Inquiry (Continued)

B Example of FSFL Loan Inquiry Screen (Continued)

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

- Loan Information
- Loan History Transactions.

Facility Loan Inquiry

Summary
History

Loan Information

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

Loan History Transactions

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

C Action

From the Select Facility Loan to Service Screen:

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

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

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

462 Payment

A Overview

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

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

B Example of Payment Screen

Following is an example of the Payment Screen.

*--

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: <input type="text" value="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"/>

--*

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"> entering the date in the "mm/dd/yyyy" format clicking the calendar icon.

462 Payment (Continued)

C Field Descriptions and Actions (Continued)

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

After applicable information is entered:

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

462 Payment (Continued)

D Example of Payment Confirmation Screen

Following is an example of the Payment Confirmation Screen.

<ul style="list-style-type: none"> Customer Management Loan Making LS - Transfer/Assumption LS - Dashboard FSFL Loan Servicing Select Facility Loan Special Servicing Transactions 	Printer Friendly						
	Payment Confirmation						
	Loan Information						
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Loan Number: 2012/00005</td> <td style="width: 50%;">Loan Amount: \$50,000.00</td> </tr> <tr> <td>FSA State: Kansas (20)</td> <td>Loan Term: 7</td> </tr> <tr> <td>FSA County: Doniphan (043)</td> <td>Interest Rate: 1.000%</td> </tr> </table>	Loan Number: 2012/00005	Loan Amount: \$50,000.00	FSA State: Kansas (20)	Loan Term: 7	FSA County: Doniphan (043)	Interest Rate: 1.000%
	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						
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Payment Date: 08/27/2014</td> <td style="width: 50%;">Payment Amount: \$5,000.00</td> </tr> <tr> <td></td> <td>Payment Interest Amount: \$861.64</td> </tr> <tr> <td>New Loan Balance: \$45,861.64</td> <td>Payment Principal Amount: \$4,138.36</td> </tr> </table>	Payment Date: 08/27/2014	Payment Amount: \$5,000.00		Payment Interest Amount: \$861.64	New Loan Balance: \$45,861.64	Payment Principal Amount: \$4,138.36
	Payment Date: 08/27/2014	Payment Amount: \$5,000.00					
	Payment Interest Amount: \$861.64						
New Loan Balance: \$45,861.64	Payment Principal Amount: \$4,138.36						
Remittance Details							
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Remitter Name: Joe Farmer</td> <td style="width: 50%;">Total Remittance Amount: \$5,000.00</td> </tr> <tr> <td>Remittance Type: Check</td> <td>Remittance Number: 1234</td> </tr> </table>	Remitter Name: Joe Farmer	Total Remittance Amount: \$5,000.00	Remittance Type: Check	Remittance Number: 1234			
Remitter Name: Joe Farmer	Total Remittance Amount: \$5,000.00						
Remittance Type: Check	Remittance Number: 1234						
<input type="button" value="Submit"/> <input type="button" value="Previous"/> <input type="button" value="Cancel"/>							

From the Payment Confirmation Screen:

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

***--463 Determining Amounts Owed for a Future Date**

A Overview

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

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

B Example

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

[Printer Friendly](#)

FSFL Loan Inquiry

Summary
History

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

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

Loan Payoff as of Accrual Date			
Accrual Date: <input type="text" value="01/27/2015"/>	Outstanding Loan Principal:	\$67,830.40	
	Outstanding Loan Interest:	\$211.85	
	Total Outstanding Loan Amount:	\$68,042.25	

Cancel
Make Payment

--*

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

B Example (Continued)

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

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
Cancel		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
Cancel		Make Payment	

--*

464-499 (Reserved)

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"> entering the date in the “mm/dd/yyyy” format clicking the calendar icon.
Schedule of Deposit	The CCC-257 number associated with this payment.	Enter the CCC-257 number.

Following is an example of the Payment Confirmation Screen.

The screenshot shows 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, Special Servicing, and Transactions. The main content area is titled 'Payment Confirmation' and is divided into two sections: 'Loan Information' and 'Payment Details'. At the bottom are three buttons: 'Submit', 'Previous', and 'Cancel'.

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%

Payment Details	
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

From the Payment Confirmation Screen:

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

--502 Corrective Actions in NRRS and DLS for Payments*A Reapplying an S/36 Payment for Other Than an Incorrect Payment Date**

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

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

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

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

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

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

B Reapply DLS Payments After Preparing the Schedule of Deposit

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

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

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

C Reapply DLS Payments After Verifying the Schedule of Deposit

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

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

D Dishonored Checks

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

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

503-549 (Reserved)

553 **Completing the Bankruptcy Process**

A Overview

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

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

B Example of Complete Bankruptcy Process Screen

Following is an example of the Complete Bankruptcy Process Screen.

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							
Select	Loan Number	Fund Code	Action:	Loan	Loan Amount	Term	Status
<input checked="" type="radio"/>	2008/00002	11	Select an Action Loan Inquiry Payment Assumption Reverse Payment Reapply S/36 Payment Create Bankruptcy Plan Write-Down Liquidation	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

--*

*--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”.--*

555-599 (Reserved)

