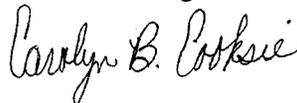


For: State and County Offices

Preparing Management of Agricultural Credit (MAC) Data for Web Conversion

Approved by: Deputy Administrator, Farm Loan Programs



1 Overview

A Background

MAC was implemented in January 2000 on the Advanced 36 (A/36) computer. It is anticipated that the Loan Making part of MAC will be off of the A/36 computer and on the web in 2006. The following 3 problems with MAC data will cause data conversion problems:

- applicants/borrowers with a blank or temporary (“T”) tax ID type on the Basic Borrower Information (BBI) file
- invalid servicing office mail codes
- duplicate tax ID’s.

B Purpose

This notice provides instructions on cleaning up MAC data and information using the new MAC software releases specifically designed to assist with the data cleanup.

C Contact

State Offices shall direct questions concerning this notice to Kathleen Miller, LMD at 202-720-1643.

Disposal Date	Distribution
June 1, 2006	State Offices; State Offices relay to County Offices

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2 MAC Data Cleanup Reports

A Blank or “T” Tax ID Type

A new MAC report, the “Tax ID Type Report”, will list any applicants/borrowers with a blank or “T” tax ID type on the MAC BBI file. The report runs and prints automatically during the A/36 computer start-of-day process.

If the tax ID type is blank, then:

- the user establishes a legacy link in SCIMS to their servicing office

Note: When the user creates a legacy link in SCIMS, the MAC BBI file will be updated with the tax ID type during the A/36 computer end-of-day process.

- County Offices will delete the borrower, if the tax ID is invalid.

If the tax ID type is “T”, then:

- in SCIMS, the user replaces the temporary ID with the correct permanent tax ID and tax ID type

Note: The SCIMS change will update the MAC BBI file through the A/36 computer end-of-day process.

- County Offices will delete the borrower, if the tax ID is invalid.

B Invalid Servicing Office Mail Code

A new report is being added to MAC, the “Servicing Office Mail Code Report”, that will show invalid servicing office mail codes that exist in MAC. Mail codes must be corrected to insure that the data is aligned with the correct office.

To access the report, select the following:

- option “1”, “MAC” on FLP Main Menu
- option “5”, “Administrative Functions” on MAC Main Menu
- option “3”, “Servicing Office Mail Code Report” on Admin Functions Menu
- a report by placing an “S” beside:
 - “a. Borrowers with Invalid Servicing Office Code”
 - “b. All Borrowers”.

Note: This report can be run as many times as needed until data has been corrected.

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2 MAC Data Cleanup Reports (Continued)

B Invalid Servicing Office Mail Code (Continued)

If an invalid mail code is displayed on the “Invalid Mail Code Report”, correct the mail code by selecting:

- option “1”, “MAC” on the FLP Main Menu
- option “1”, “Applicant/Borrower”
- option “6”, “Basic Borrower Information” on the Borrower’s Menu
- option “1”, “Update Applicant/Borrower Information”
- Screen UAA 60501 to update the “Servicing Office Mail Code” field.

Note: If a message is displayed that the servicing office mail code entered is invalid, but the mail code entered is correct, contact the FSA National Help Desk at 816-926-1552 to add the servicing office mail code to the MAC Mail Code file. This will allow the user to enter the mail code.

C Duplicate Tax ID

The new report, “Duplicate Tax ID Report”, will execute once every 2 weeks when the county releases are installed on the A/36 computer. This report lists any tax ID’s that exist in more than 1 office. The duplicates must be corrected before MAC data is converted to the new web database.

Offices that receive the “Duplicate Tax ID Report” shall complete the following actions.

- Check the tax ID’s on the report and determine whether the tax ID’s listed are borrowers serviced by the office.
- If the tax ID listed is **not** serviced by the office, then go into the MAC “Delete Borrower” option and delete the borrower from the system. When entering the case number to delete, use the non-FIPS State and county code listed on the report for the State and county code of the case number.
- If the tax ID is serviced by the office, then contact the other office(s) listed on the report to ensure that they delete the tax ID from their system(s).

Note: In addition, ensure that SCIMS data is accurate and up-to-date and duplicates are deleted.

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3 Action

A SED Action

SED's shall ensure that MAC data is cleaned up and ready to be converted to the web database by December 1, 2005.

B Farm Loan Chief/MAC Coordinator Action

Farm Loan Chiefs and/or MAC coordinators shall:

- contact FSA National Help Desk with MAC data cleanup problems
- work with their servicing offices to ensure that the December 1, 2005, deadline is met
- ensure that a status report on MAC data cleanup is e-mailed to Kathleen Miller at **Kathleen.Miller@wdc.usda.gov** by September 1, 2005
- ensure that a final report on MAC data cleanup is e-mailed to Kathleen Miller by December 1, 2005.