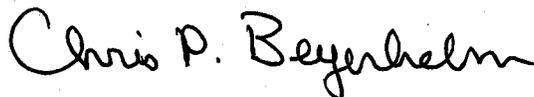


For: State and County Offices

**Accuracy of Name and Address Information in the  
Service Center Information Management System (SCIMS)**

Approved by: Acting Deputy Administrator, Farm Loan Programs



**1 Overview**

**A Background**

SCIMS is used by all USDA Service Center agencies. A process was implemented in September 2005 to transfer name and address information in SCIMS to the Program Loan Accounting System (PLAS). This process eliminated the need to manually enter names and addresses in PLAS with Transaction Code (TC) 4B, "Change in Zip Code", and TC 4C, "Change in Name and Address". As a result, all name and address corrections must now be made by entering information in SCIMS.

SCIMS information is matched nightly against PLAS information to detect variances. Any mismatch between SCIMS and PLAS automatically generates TC 4C to update PLAS.

On September 17, 2008, the following reports were implemented to ensure the accuracy of name and address information in SCIMS:

- SCIMS-PLAS Exception
- SCIMS-PLAS Update
- SCIMS-PLAS Discrepancy.

**Note:** These reports are available to users through the FLP Data Mart System using the Hyperion reporting tool.

**B Purpose**

This notice:

- re-introduces the three SCIMS-PLAS reports
- provides more detailed explanation about how, and when, to use these reports.

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2009	State Offices; State Offices relay to County Offices

## Notice FLP-526

### 1 Overview (Continued)

#### C Contacts

If there are questions about this notice:

- County Offices shall contact the State Office
- State Offices shall contact:
  - Financial Services Center (FSC), Farm Loan Operations Office (FLOO), Loan Servicing Technician for PLAS inquiries
  - Michael Harry, FSC/FLOO, at [michael.harry@stl.usda.gov](mailto:michael.harry@stl.usda.gov) for inquiries about information contained on the SCIMS-PLAS Exception, SCIMS-PLAS Update, and SCIMS-PLAS Discrepancy reports.

### 2 Hyperion Reports

#### A SCIMS-PLAS Exception Report

The National Office, State and County Offices, and FSC, FLOO need to know when exceptions are found between current PLAS borrower information and current SCIMS borrower information because these exceptions prevent updating name and address information in PLAS from SCIMS. The current PLAS borrower case number, name, and address information and the current SCIMS name and address information is provided on the report, along with a descriptive exception type message that will allow the County Office to make corrections.

If the correction is:

- made in SCIMS, the SCIMS-PLAS update process will correct PLAS, allowing 2 workdays to update
- to PLAS, process the appropriate Automated Discrepancy Processing System (ADPS) transaction or make the appropriate contact for assistance.

The SCIMS-PLAS Exception Report is a **cumulative** report, therefore, only the most recent report is viewable each day. The following provides the SCIMS-PLAS Exception Report format.

<u>Case Number</u>	<u>Exception Type</u>	<u>Borrower Information (P=PLAS, S=SCIMS)</u>
XX-XXX-XXXX	SCIMS TAXID INACTIVE	(P) SMITH, MARIA A 12 COUNTY RD MONROE, AL 12345 (S) SMITH, MARIA A 123 COUNTY RD MONROE, AL 12345

**Notice FLP-526**

**2 Hyperion Reports (Continued)**

**A SCIMS-PLAS Exception Report (Continued)**

The following provides the description and corrective action for each exception type.

<b>Exception Type</b>	<b>Description</b>	<b>Corrective Action</b>
NO SCIMS BUSINESS NAME	SCIMS business name is missing.	Add the missing borrower information to SCIMS.
NO SCIMS LAST NAME	SCIMS last name is missing.	
NO SCIMS FIRST NAME	SCIMS first name is missing.	
NO SCIMS DELIVERY ADDRESS	SCIMS delivery address is missing.	
NO SCIMS CITY	SCIMS city is missing.	
NO SCIMS STATE	SCIMS State is missing.	
NO SCIMS ZIP CODE	SCIMS ZIP Code is missing.	
SCIMS CONTAINS "DECEASED"	Invalid information is in the SCIMS name or address fields.	Modify borrower information in SCIMS to correct invalid information.
SCIMS CONTAINS "INVALID"		
SCIMS CONTAINS "DELETED"		
SCIMS CONTAINS "UNKNOWN"		
SCIMS CONTAINS "INACTIVE"		
NO SCIMS CURR-MAILING-INDICATOR	The borrower is in SCIMS, but the current mailing indicator has not been set.	Set the SCIMS current mailing indicator.
NO SCIMS MATCH FOR PLAS BUSINESS	The borrower is present in both SCIMS and PLAS, but the "Type of Applicant" code in PLAS does not correspond to the customer type/taxID type combination in SCIMS.	Change the appropriate (SCIMS or PLAS) system to reflect the correct type.
NO SCIMS MATCH FOR PLAS PERSON		

**Notice FLP-526**

**2 Hyperion Reports (Continued)**

**A SCIMS-PLAS Exception Report (Continued)**

<b>Exception Type</b>	<b>Description</b>	<b>Corrective Action</b>
SCIMS TAXID INACTIVE	Someone has coded this SCIMS taxID as “Inactive”.	Recode the SCIMS taxID as “Active”.
NO SCIMS INFORMATION FOR TAXID	Borrower is not present in SCIMS.	Research and determine if SCIMS input is required. Input should be justified by more than clearing the exception.
SCIMS ADDRESS EXCEEDS 38 CHARACTERS	The borrower’s delivery address in SCIMS exceeds the characters accommodated in PLAS address fields (2 address fields of 19 characters each). In this case, delivery address information is truncated during the nightly update process.	Modify address information in SCIMS to condense it, using standard U.S. Postal Service abbreviations.

**Notes:** Careful attention must be used when entering/modifying information for “Delivery Address” in SCIMS. There is no exception type provided for “Invalid Name/Address”. Entering a misspelled name or invalid address in SCIMS will result in an update to PLAS that is inaccurate and may not be detected until mail is returned as undeliverable.

A triple space between characters is used systematically to terminate the collection of SCIMS address information during the nightly PLAS update process. Erroneous spacing in SCIMS:

- will decrease the information input to PLAS
- will likely update PLAS with an incomplete address
- may sometimes create an exception for “SCIMS address exceeds 38 characters”.

The SCIMS-to-PLAS update process does **not** update PLAS for a borrower that has only guaranteed loans. For a guaranteed loan-only borrower applying for a direct loan, the PLAS address information fields may **not** accurately populate directly from the Guaranteed Loan System (GLS). If necessary, use the GLS TC 4C to correct PLAS information for guaranteed loan borrowers. The GLS TC 4C will update PLAS overnight.

As a common tool used by all USDA Service Center agencies, changes in SCIMS impact more than FLP. Therefore, corrections **must** be entered accurately and timely.

## Notice FLP-526

### 2 Hyperion Reports (Continued)

#### B SCIMS-PLAS Update Report

The National Office, State and County Offices, and FSC, FLOO need to know when TC 4C's are systematically updated by the SCIMS-PLAS update process.

The SCIMS-PLAS Update Report displays the current PLAS case number, TC, "PLAS" field, information in PLAS before the update, and information now in SCIMS that has most recently updated PLAS.

The SCIMS-PLAS Update Report is a **daily** report. Users have the option to view reports from the past 30 calendar days.

The following is an example of the SCIMS-PLAS Update Report's format .

<u>Case Number</u>	<u>Date</u>	<u>PLAS</u> <u>Tran Code</u>	<u>(PLAS) Field</u>	<u>Borrower Information (P=PLAS, S=SCIMS)</u>	
XX-XXX-XXXX	09/08/08	4C	NAME/ADDRESS	(P) SMITH, MARIA A	12 COUNTY RD MONROE, AL 12345
				(S) SMITH, MARIA A	123 COUNTY RD MONROE, AL 12345

**Validation Action:** Review each item on the report to verify the accuracy of borrower information. If an error is detected for the information submitted in SCIMS, make the necessary modification in SCIMS. A new TC 4C will then be generated as part of the nightly update process.

#### C SCIMS-PLAS Discrepancy Report

The SCIMS-PLAS Discrepancy Report is a **daily** report. Users have the option to view reports from the past 30 calendar days.

The SCIMS-PLAS Discrepancy Report lists TC 4C discrepancies that resulted from the previous night's update. These discrepancies are the same as ADPS discrepancies on PLAS; however, the discrepancies will **not** appear on ADPS. These discrepancies must be corrected by FSC, FLOO. Contact the appropriate Loan Servicing Technician for assistance.

**Note:** The SCIMS-PLAS Discrepancy Report should generally remain empty.

#### D Hyperion Access

Access the Hyperion SCIMS to PLAS Report through the FSA Data Warehouse web site at <https://fsadwarehouse.sc.egov.usda.gov/FSA-DataMarts/FSAdataMartsHomePage.htm>. CLICK "Hyperion Data Marts" and provide the eAuthentication user ID and password to enter Hyperion.

**Note:** Users who do not currently have access to the Hyperion Data Marts should contact their State Security Liaison Representative (SLR) for assistance in obtaining access.

## Notice FLP-526

### 2 Hyperion Reports (Continued)

#### E Location of Reports

After accessing the Hyperion Data Mart, follow this folder structure to find the reports:

- Farm Loan Program Data Mart
- Program Loan Accounting System (PLAS) OnDemand Reports
- SCIMS to PLAS.

### 3 Action

#### A County Office Action

The Farm Loan Manager, Farm Loan Officer, or Program Technician should view the SCIMS-PLAS reports **at least** monthly. Any necessary corrections to SCIMS or PLAS must be made immediately. If there are questions about how to make the necessary corrections, contact the State Office.

**Note:** SCIMS is a multi-agency database shared by FSA, NRCS, and RD. Before making changes/corrections in SCIMS, consult CED and other agency representatives, as applicable.