

For: State Offices

Farm Business Plan (FBP) User Guide Update

Approved by: Deputy Administrator, Farm Loan Programs



1 FBP User Guide Update

A Background

The FBP User Guide has been updated to:

- reflect recent changes because of Joy Bot
- provide guidance for making FBP records more accurate and consistent nationwide
- describe best practices to have less accounts on the semi-annual cleanup reports
- address inconsistencies identified in Farm Loan Programs Risk Assessment (FLPRA) data.

B Purpose

This notice announces that the FBP User Guide was updated on October 27, 2020.

C Summary of Major Updates

The following are the major updates:

- added section headings as references
- removed guidance since the Credit Report/Eligibility Only account type will no longer be used
- updated guidance on Income and Expense and Balance Sheet selection to load in each column of the report's setup
- provided FSA will no longer use the "Archive" option and will only use the Recycle Bin

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| Disposal Date | Distribution |
| April 1, 2021 | State Offices |

Notice FLP-831

1 FBP User Guide Update (Continued)

C Summary of Major Updates (Continued)

- added instructions on how to display loan details on schedules and credit actions
- clarified that the collateral analysis should be completed using a post close balance sheet
- updated guidance on information that needs to be included into Conditions and Loan Closing and Document Requirements to match with information on FSA-2313 because of Joy Bot.

D Location of FBP User Guide

The FBP User Guide is located by accessing the **Manuals** link from the **Farm Loan Programs Systems Main Menu** or through <https://inside.fsa.usda.gov/program-areas/daflp/software-manuals/index>.

E Contact

If there are questions about this notice or the FBP User Guide, State Offices shall contact Brian Rueckl, National FBP Coordinator, by either of the following:

- e-mail to brian.rueckl@usda.gov
- telephone at 920-845-3014.