

For: State and County Offices

Payment Reminder Report for FSFL

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

After FSFL was migrated to the DLS all FSFL reports were disabled on the System 36 and are currently being developed in the FLP Data Marts.

As reports are developed and released into production, a notice will be issued providing instructions for creating and running the report.

The Payment Reminder Report lists outstanding FSFL's due within a specific timeframe and is used to complete the reminder and notification letter according to Notice FSFL-113, subparagraph 3 C.

B Purpose

This notice provides instructions for creating the Payment Reminder Report.

C Contact

For additional information or questions about this notice, State Offices shall contact Stacy Carroll, PECD, by either of the following:

- e-mail at stacy.carroll@wdc.usda.gov
- telephone at 202-690-8037.

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2 Payment Reminder Report

A Overview

The Payment Reminder Report provides information to complete the Reminder and Notification Letter to borrowers. In addition, the DLS FSFL Loan Inquiry Screen can be used to complete the letter, according to 2-FSFL, paragraph 461. Either of these options will provide the information necessary to complete the Reminder and Notification Letter.

Note: County Offices shall follow instructions provided in Notice FSFL-113 when preparing the Reminder and Notification Letters.

FSFL users not able to access the report will need to submit FSA 13-A to request access to the FLP Data Mart. An FSA 13-A template will be provided on the FSFL SharePoint site that should be used to request access.

B Accessing Data Marts Workspace

Users can access the FLP Data Marts workspace from the FSA Intranet Home Page at <http://intranet.fsa.usda.gov/fsa/>. Select “FSA Applications” under the “Resources” banner and use either of the following options:

- Option 1:
 - CLICK “**D-F**” under the “Applications Directory”
 - CLICK “**Data Marts**”
 - CLICK “**Oracle EPM 11 Data Marts**”
 - CLICK “**Logon**” and logon accordingly; the FSA Data Warehouse Production Home Page will be displayed
 - CLICK “**EPM Workspace**”; the workspace will be displayed
- Option 2:
 - CLICK “**D-F**” under the “Applications Directory”
 - CLICK “**Farm Loan Program Systems**”
 - CLICK “**Logon**” and logon accordingly
 - CLICK “**Reports**”
 - CLICK “**Oracle EPM 11 Data Marts**”
 - CLICK “**EPM Workspace**”; the workspace will be displayed.

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2 Payment Reminder Report (Continued)

B Accessing Data Marts Workspace (Continued)

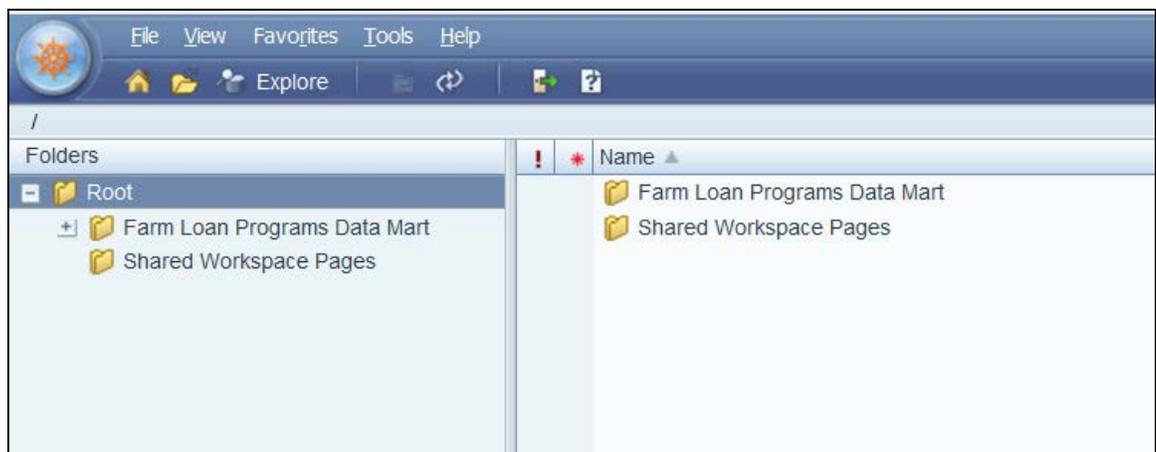
The following is an example of the data mart workspace.



C Accessing the Payment Reminder Report

After the workspace is displayed, access the Payment Reminder Report according to the following instructions:

- CLICK **“Explore”** on the header bar; the main folders will be displayed as shown on the following screen.

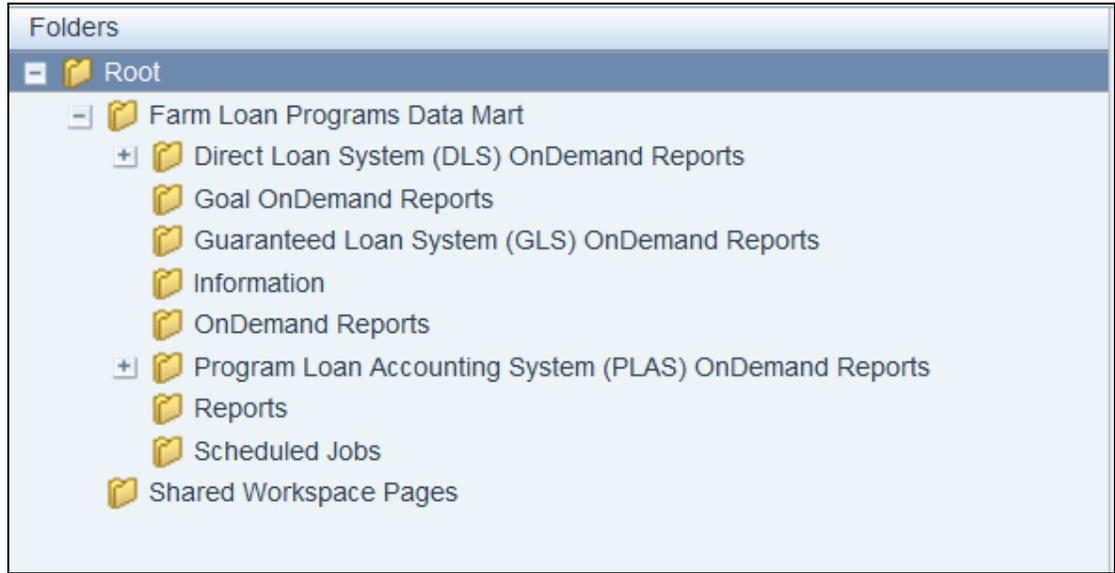


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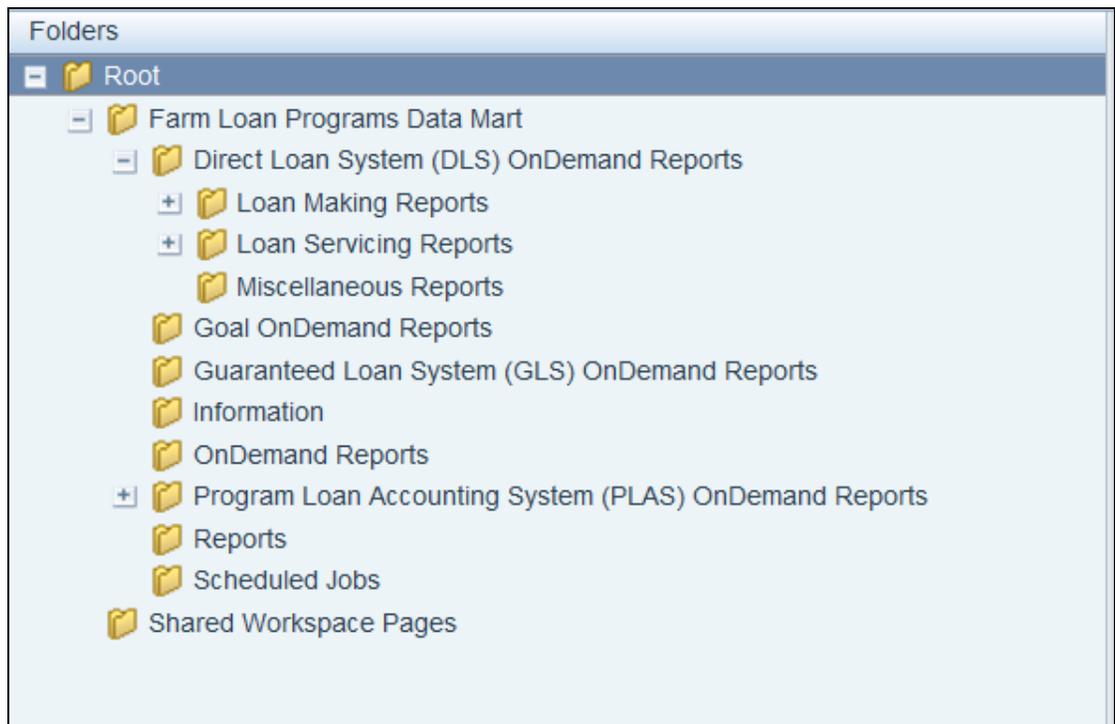
2 Payment Reminder Report (Continued)

C Accessing the Payment Reminder Report (Continued)

- CLICK “+” next to the “Farm Loan Programs Data Mart” folder; a list of report folders will be displayed as shown on the following screen.



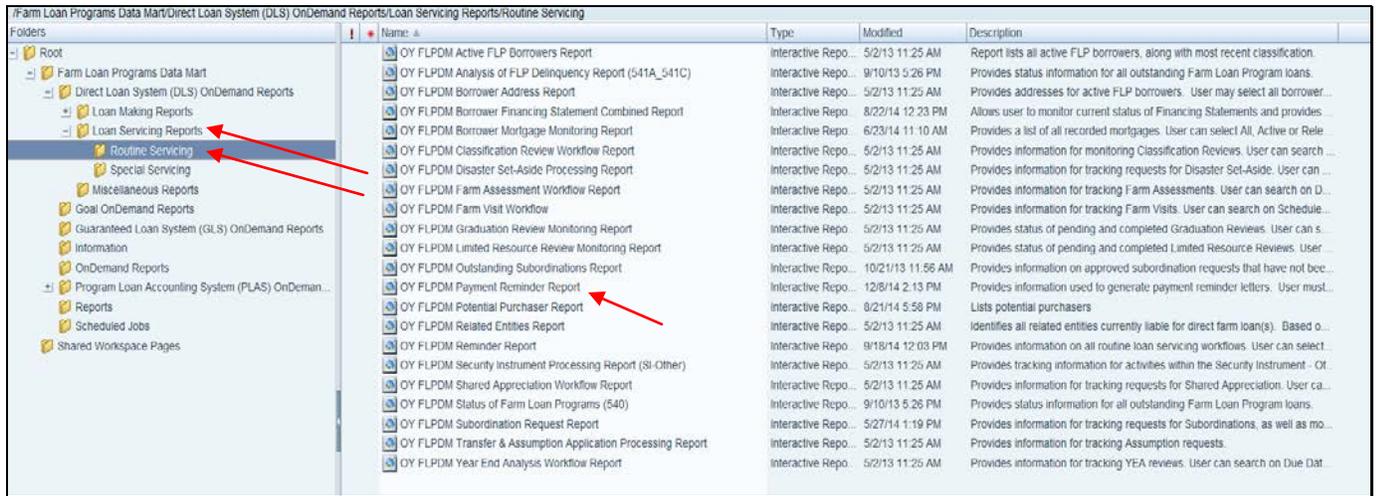
- CLICK “+” next to the “Direct Loan System (DLS) OnDemand Reports” folder; the “Loan Making”, “Servicing” and “Miscellaneous Reports” folders will be displayed as shown on the following screen.



2 Payment Reminder Report (Continued)

C Accessing the Payment Reminder Report (Continued)

- CLICK “+” next to the “Loan Servicing Reports” folder; the “Routine” and “Special Servicing” folders will be displayed as shown on the following screen.
- CLICK the “**Routine Servicing**” folder; the list of reports will be displayed on the right



- Double CLICK “**OY FLPDM Payment Reminder Report**”; the Payment Reminder Report dashboard will be displayed.

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2 Payment Reminder Report (Continued)

D Selecting Criteria for Payment Reminder Report

The following is an example of the Payment Reminder Report dashboard.

Payment Reminder Report

Hold the CTRL or SHIFT key down for Multiple Selections

Selection Criteria: State: <div style="border: 1px solid gray; padding: 2px; font-size: small;"><<<<Select State>>>></div> <ul style="list-style-type: none">AlabamaAlaskaArizonaArkansasCaliforniaColoradoConnecticut	District: <div style="border: 1px solid gray; height: 40px;"></div>	Servicing Office: <div style="border: 1px solid gray; height: 40px;"></div>	County: <div style="border: 1px solid gray; height: 40px;"></div>
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Program Type: FLP Only FSFL Only All

Installation Due Date: From: Month Day To: Month Day

Sort Selection: <div style="border: 1px solid gray; padding: 2px; font-size: small;">by Service Office</div> <div style="border: 1px solid gray; padding: 2px; font-size: small;">None</div> <div style="border: 1px solid gray; padding: 2px; font-size: small;">None</div> <ul style="list-style-type: none"><input checked="" type="radio"/> Ascending <input type="radio"/> Descending<input checked="" type="radio"/> Ascending <input type="radio"/> Descending<input checked="" type="radio"/> Ascending <input type="radio"/> Descending	Report Selection: <input checked="" type="radio"/> PDF Format <input type="radio"/> Excel Format <input type="radio"/> Print <input type="radio"/> Hyperion Format <div style="text-align: center; margin-top: 5px;"><input type="button" value="Run Report"/> <input type="button" value="Reset All"/></div>
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From the Payment Reminder Report dashboard;

- select the applicable State; the applicable districts will be displayed
- select district, servicing office, and county, as applicable
- enter the Installment Due Date parameters
- **CLICK “FSFL Only”** to filter for FSFL loans only
- select additional criteria as applicable
- select the format for the report
- **CLICK “Run Report”**.

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2 Payment Reminder Report (Continued)

E Example of Report

The following is an example of the PDF format of the Payment Reminder Report.

UNITED STATES DEPARTMENT OF AGRICULTURE FARM SERVICE AGENCY DIRECT LOAN SERVICING Payment Reminders Report							Page 1 12/08/2014 08:58 AM	
State: IOWA								
District: All Districts								
Service Office: All Servicing Offices								
County: 16095 - KOSSUTH								
Program Type: FSFL Only								
Installment Due Date: 01/1/2015 - 02/28/2015								
FLP Mail Code/ Esc. Office	Customer Name	Address	Case Number	Loan No.	Loan Date/ Loan Date	Princ. Bal. Early Pay. Bal.	Interest Date/ Interest Date	Total Amount Due
16095 KOSSUTH			16-095-2170	201000013	01-09-2010 \$84,865.00	\$42,794.87 \$3,0770	01-09-2015 \$15,218.71	\$15,168.97 *
16095 KOSSUTH			16-095-7988	201000012	01-09-2010 \$170,000.00	\$70,448.85 \$5,5123	01-09-2015 \$26,501.73	\$26,505.60 *
16095 KOSSUTH			16-095-8887	201000011	01-09-2010 \$123,301.00	\$58,531.79 \$3,9990	01-09-2015 \$19,911.83	\$19,814.84 *
16095 KOSSUTH			16-095-0651	201200008	01-19-2012 \$335,000.00	\$245,824.05 \$19,3471	01-19-2015 \$5,516.57	\$53,563.20 *
16095 KOSSUTH			16-095-0010	201200005	02-02-2012 \$75,923.00	\$56,404.39 \$4,2499	02-02-2015 \$12,230.57	\$12,274.53
16095 KOSSUTH			16-095-8027	201300003	01-17-2013 \$141,000.00	\$121,628.84 \$3,7457	01-17-2015 \$21,029.41	\$21,059.41
* THIS MAY INCLUDE PAST DUE AMOUNTS * DOES NOT INCLUDE ADVANCE UNPAID BALANCES								