

For: State and County Offices

**Establishing Automated FSFL Files and Instructions for Processing  
FSFL Actions Made Before Software Was Available**

Approved by: Deputy Administrator, Farm Programs



**1 Overview**

**A  
Background**

The FSFL Program has been functional in the field since an Interim Rule was published in FR on May 11, 2000. Since that date, County Offices have had authority to process, according to Notice FSFL-6, manual FSFL:

- CCC-185's
- CCC-186's
- disbursements.

County Release No. 439 provides software for processing automated FSFL's.

**B  
Purpose**

This notice provides County Offices with:

- instructions for **initial** access of FSFL software after County Release No. 439 has been installed to run the FSFL "system control file build" process
- notice of a forthcoming 1-FSFL amendment that will provide:
  - overall FSFL automation instructions
  - information needed after County Release No. 439 has been installed to:
    - record manually **disbursed** FSFL's
    - further process FSFL's assigned a manual number, but **not disbursed**.

<b>Disposal Date</b>	<b>Distribution</b>
August 1, 2001	State Offices; State Offices relay to County Offices

## Notice FSFL-9

### 2 Getting Started With Processing FSFL Transactions

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#### A

**Accessing FSFL Processing Menu** After County Release No. 439 has been installed, County Offices shall follow the steps in this table to build FSFL files.

Step	Action	Result
1	On Primary Selection Menu FAX250, select the applicable County Office.  <b>Note:</b> Multi-County Offices shall follow this <b>initial</b> process to build FSFL files in each applicable county. See result of step 3.	Application Selection Menu FAX07001 will be displayed.
2	On Menu FAX07001: <ul style="list-style-type: none"><li>• ENTER "13", "Price Support"</li><li>• PRESS "Enter".</li></ul>	Price Support Menu PCA005 will be displayed.
3	On Menu PCA005: <ul style="list-style-type: none"><li>• ENTER "15", "Farm Storage Facility Loan Functions"</li><li>• PRESS "Enter".</li></ul>	When option "15" is selected for the first time and the user PRESSES "Enter", the message: "No Farm Storage Facility Loan Files have been found for Your Co., STATE. Press "Enter" to create empty FSFL Files." will be displayed.
4	After the message in step 3 has been displayed, PRESS "Enter".	<ul style="list-style-type: none"><li>• FSFL files are created.</li><li>• Facility Loans Main Menu VCA005 will be displayed.</li></ul>

### 3 Processing FSFL Manual Actions

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#### A

**General** After 1-FSFL has been amended according to subparagraph 1 B, County Offices shall:

- record manually **disbursed** FSFL's in FSFL software according to subparagraph B

**Note:** Disbursed means the FSFL loan principal was actually issued to the applicant by a check that was processed through Accounting.

- process FSFL's that were assigned a "97000" series loan number, but which were **not disbursed**, according to subparagraph C.

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**Notice FSFL-9**

**3 Processing FSFL Manual Actions (Continued)**

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**B**

**Disbursements**

Record manually disbursed FSFL's through FSFL software in the following order:

- access Menu VCA005 according to paragraph 2
- follow 1-FSFL after it is amended according to subparagraph 1 B, to:
  - enter data from CCC-185
  - approve CCC-185
  - upload and download CCC-185 for funding
  - enter data from CCC-186.

After all of these functions have been completed, record disbursement information through FSFL software according to the steps in this table.

<b>Step</b>	<b>Action</b>	<b>Result</b>
1	On Menu FAX07001: <ul style="list-style-type: none"> <li>• ENTER "13", "Price Support"</li> <li>• PRESS "Enter".</li> </ul>	Price Support Menu PCA005 will be displayed.
2	On Menu PCA005: <ul style="list-style-type: none"> <li>• ENTER "15", "Farm Storage Facility Loan Functions"</li> <li>• PRESS "Enter".</li> </ul>	Menu VCA005 will be displayed.
3	On Menu VCA005: <ul style="list-style-type: none"> <li>• ENTER "3", "Disbursement Functions"</li> <li>• PRESS "Enter".</li> </ul>	Screen VCA11000 will be displayed.
4	On Screen VCA11000: <ul style="list-style-type: none"> <li>• enter the applicable:                             <ul style="list-style-type: none"> <li>• borrower's name</li> <li>• FY</li> <li>• "97000" series loan number</li> </ul> </li> <li>• PRESS "Enter".</li> </ul>	Screen VCF10000 will system-display from CCC-186 the applicable: <ul style="list-style-type: none"> <li>• loan amount</li> <li>• interest rate</li> <li>• 7 annual installments</li> <li>• first installment due date.</li> </ul>
5	On Screen VCF10000: <ul style="list-style-type: none"> <li>• enter the applicable:                             <ul style="list-style-type: none"> <li>• lien search dates (up to 3 dates)</li> <li>• UCC-1 and mortgage filing dates</li> </ul> </li> <li>• PRESS "Enter".</li> </ul>	Screen VFA17005 will be displayed and ask, "Do you wish to complete this process?"

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**Notice FSFL-9**

**3 Processing FSFL Manual Actions (Continued)**

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**B  
Disbursements  
(Continued)**

<b>Step</b>	<b>Action</b>	<b>Result</b>
6	On Screen VFA17005, take the applicable action.	If: <ul style="list-style-type: none"><li>• the answer to the question was:<ul style="list-style-type: none"><li>• “Y”, then after PRESSING “Enter”, the system “updates” and the process is completed</li><li>• “N”, Screen VFA10000 will be redisplayed to allow for changes</li></ul></li><li>• “Cmd7” is taken job ends without update.</li></ul>

**C  
Manual Actions  
Not Disbursed**

FSFL applications that were assigned a “97000” series number on the FSFL Manual Loan Register, but that have **not** been disbursed, shall be:

- processed through FSFL software as a **new** application
- cross-referenced on the FSFL Manual Loan Register to indicate:
  - the **new** system-assigned FSFL number
  - that the loan was **not** manually disbursed.

**D  
Manual  
Registers**

County Offices shall maintain until further notice the FSFL Manual Loan Register in the FSFL file for future reference.