

For: State and County Offices

**Processing FSFL Annual Installment Payments (FSFL Payments)
in DLS for Single Check for Multiple Loans**

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

After FSFL was migrated to DLS all FSFL annual installment payments were required to be entered in DLS and **not** NRRS. A problem was discovered when processing a single check to make FSFL payments for several borrowers with separate FSFL's. NRRS is unable to recognize the single check for the separate borrowers.

DLS has been enhanced for the payment process to provide NRRS the information needed when a single check is used on multiple borrowers having separate FSFL's.

B Purpose

This notice provides updated instructions on processing FSFL payments on FSFL's.

C Contact

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

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

D Release Schedule

The DLS software enhancements detailed in this notice were provided in DLS Release 4.3.1 on December 19, 2014.

Disposal Date	Distribution
May 1, 2015 12-24-14	State Offices; State Offices relay to County Offices

Notice FSFL-114

2 Processing FSFL Payments in DLS for Single Check for Multiple Loans

A Accessing Payment Screen in DLS

After accessing DLS, County Offices shall:

- select borrower according to 2-FSFL, paragraph 22
- click **“FSFL Loan Servicing”** from the left navigation bar
- select applicable loan under **“Select”**
- select **“Payment”** using the dropdown under **“Action”**
- click **“GO”**, the Payment Screen will be displayed.

B Example of Enhanced Payment Screen

The following is an example of the enhanced Payment Screen. The borrower’s and any co-borrower’s name(s) will automatically be displayed in the **“Remitter Name”** field and the capability to select a remitter who is not a borrower on the loan (that is, milk cooperative) from SCIMS.

Note: In cases, such as a check from a milk cooperative, both FSFL and FLP producers may be on one check. In these cases the FSFL payments **must** be processed first in DLS and then the FLP payments can be processed.

Customer Management	Payment
Loan Making	All required fields are denoted by an asterisk (*).
LS - Transfer/Assumption	Loan Information
LS - Dashboard	Loan Number: 2011/00001 Loan Amount: \$87,201.51
FSFL Loan Servicing	FSA State: Maryland (24) Loan Term: 7
Select Facility Loan	FSA County: Frederick (021) Interest Rate: 2.250%
Special Servicing	Payment Details
Transactions	* Payment Date: 12/03/2014 Outstanding Loan Principal: \$63,647.43
	* Payment Amount: <input type="text"/> Outstanding Loan Interest: \$1,510.54
	Outstanding Loan Amount: \$65,157.97
	Remittance Details
	* Remitter Name: <input type="text" value="Select"/> * Total Remittance Amount: <input type="text"/>
	* Remittance Type: <input type="text" value="Select"/> Remittance Number: <input type="text"/>
	IM Farmer
	Select Customer from SCIMS
	<input type="button" value="Next"/> <input type="button" value="Cancel"/>

Notice FSFL-114

2 Processing FSFL Payments in DLS for Single Check for Multiple Loans (Continued)

C Entering Payments

On the Payment Screen the payment date is defaulted to the current date. For checks received before the current date, County Offices **must** change the date to ensure the proper principal and interest is calculated correctly.

After the payment date is verified, County Offices shall:

- enter the **exact** payment amount to be attributed to the **applicable** loan in the **“Payment Amount”** field
- click on **“Remitter Name”** field and choose **“Select Customer from SCIMS”**

Note: A co-borrower’s or borrower’s name will be displayed automatically, however if not the remitter, select customer from SCIMS. The remitter will need to be entered in SCIMS if not already in SCIMS.

Important: The remitter **must** have a valid TIN in SCIMS. If the remitter does not have a valid TIN, County Offices **must** use the CCC TIN of 43-0951685. The county must also have a legacy link associated with the CCC TIN.

- select the remitter’s name from SCIMS, the remitter’s name will then be displayed on the Payment Screen
- enter the total amount on the remittance (i.e. check) in the **“Total Remittance Amount”** field
- using the dropdown in the **“Remittance Type”** field, select **“Check”** or other applicable remittance type
- enter the remittance number in the **“Remittance Number”** field (i.e. check number)
- click **“Next”**, the Payment Confirmation Screen will be displayed. Review screen to ensure information is accurate; if information is:
 - correct, then click **“Printer Friendly”** link to print the receipt
 - incorrect, select **“Previous”** and correct, as applicable

Note: If the **“Printer Friendly”** receipt is not printed, go to NRRS to print the receipt according to subparagraph 2 D. Do **not** reverse and reapply a payment to generate another receipt.

Notice FSFL-114

2 Processing FSFL Payments in DLS for Single Check for Multiple Loans (Continued)

C Entering Payments (Continued)

The following is an example of the **Payment Confirmation Screen**. Note that the remitter name is not that of the borrower and the payment amount differs from the total remittance amount.

Customer Management	Printer Friendly
Loan Making	
LS - Transfer/Assumption	
LS - Dashboard	
FSFL Loan Servicing	
Select Facility Loan	
Special Servicing	
Transactions	

Payment Confirmation		
Loan Information		
Loan Number: 2011/00001	Loan Amount:	\$87,201.51
FSA State: Maryland (24)	Loan Term:	7
FSA County: Frederick (021)	Interest Rate:	2.250%
Payment Details		
Payment Date: 12/03/2014	Payment Amount:	\$5,000.00
	Payment Interest Amount:	\$1,510.54
New Loan Balance: \$60,157.97	Payment Principal Amount:	\$3,489.46
Remittance Details		
Remitter Name: ABC MILK COMPANY	Total Remittance Amount:	\$7,500.00
Remittance Type: Check	Remittance Number:	1234
<input type="button" value="Submit"/> <input type="button" value="Previous"/> <input type="button" value="Cancel"/>		

- **after** the receipt has successfully printed click **“Submit”**
 - repeat the payment process for the additional borrowers on different loans
- Note:** When using a single check for payment on multiple loans, be sure to use the same remittance number (i.e. check number).
- access NRRS according to 64-FI, Part 5 to process the Schedule of Deposit.

D Printing Additional FSFL Receipts

Users shall access NRRS to print additional FSFL receipts as follows:

- access NRRS
- select **“Search”** under **“Remittances”**
- enter the ID number for the borrower/remitter
- once the remittance details are displayed, click on the **“External Receipt”** link to generate the receipt.

Notice FSFL-114

2 Processing FSFL Payments in DLS for Single Check for Multiple Loans (Continued)

E Example

The County Office receives a check on 12/3/2014 from ABC Milk Company for \$7000, Check #1234 is to be applied as follows:

- IM Farmer: \$5000.00
- Joe Farmer: \$2000.00.

Note: To process each FSFL payment the County Office must follow the procedure in subparagraph 2 A to access the Payment Screen.

The following screen shows the completed Payment Screen for IM Farmer.

Customer:	IM FARMER	Case #:	24-031-999999999																												
Customer Management	<table border="1"><thead><tr><th colspan="2">Payment</th></tr></thead><tbody><tr><td colspan="2">All required fields are denoted by an asterisk (*).</td></tr><tr><th colspan="2">Loan Information</th></tr><tr><td>Loan Number: 2011/00001</td><td>Loan Amount: \$87,201.51</td></tr><tr><td>FSA State: Maryland (24)</td><td>Loan Term: 7</td></tr><tr><td>FSA County: Frederick (021)</td><td>Interest Rate: 2.250%</td></tr><tr><th colspan="2">Payment Details</th></tr><tr><td>* Payment Date: 12/03/2014</td><td>Outstanding Loan Principal: \$63,647.43</td></tr><tr><td>* Payment Amount: 5000.00</td><td>Outstanding Loan Interest: \$1,510.54</td></tr><tr><td></td><td>Outstanding Loan Amount: \$65,157.97</td></tr><tr><th colspan="2">Remittance Details</th></tr><tr><td>* Remitter Name: ABC MILK COMPANY</td><td>* Total Remittance Amount: 7000.00</td></tr><tr><td>* Remittance Type: Check</td><td>Remittance Number: 1234</td></tr><tr><td colspan="2" style="text-align: center;"><input type="button" value="Next"/> <input type="button" value="Cancel"/></td></tr></tbody></table>			Payment		All required fields are denoted by an asterisk (*).		Loan Information		Loan Number: 2011/00001	Loan Amount: \$87,201.51	FSA State: Maryland (24)	Loan Term: 7	FSA County: Frederick (021)	Interest Rate: 2.250%	Payment Details		* Payment Date: 12/03/2014	Outstanding Loan Principal: \$63,647.43	* Payment Amount: 5000.00	Outstanding Loan Interest: \$1,510.54		Outstanding Loan Amount: \$65,157.97	Remittance Details		* Remitter Name: ABC MILK COMPANY	* Total Remittance Amount: 7000.00	* Remittance Type: Check	Remittance Number: 1234	<input type="button" value="Next"/> <input type="button" value="Cancel"/>	
Payment																															
All required fields are denoted by an asterisk (*).																															
Loan Information																															
Loan Number: 2011/00001				Loan Amount: \$87,201.51																											
FSA State: Maryland (24)				Loan Term: 7																											
FSA County: Frederick (021)				Interest Rate: 2.250%																											
Payment Details																															
* Payment Date: 12/03/2014	Outstanding Loan Principal: \$63,647.43																														
* Payment Amount: 5000.00	Outstanding Loan Interest: \$1,510.54																														
	Outstanding Loan Amount: \$65,157.97																														
Remittance Details																															
* Remitter Name: ABC MILK COMPANY	* Total Remittance Amount: 7000.00																														
* Remittance Type: Check	Remittance Number: 1234																														
<input type="button" value="Next"/> <input type="button" value="Cancel"/>																															
Loan Making																															
LS - Transfer/Assumption																															
LS - Dashboard																															
FSFL Loan Servicing																															
Select Facility Loan																															
Special Servicing																															
Transactions																															

Note: On the Payment Screen, the first payment has a **“Payment Amount”** of \$5000.00 and the **“Total Remittance Amount”** is \$7000.00. Also note the **“Customer”** selected is **“IM Farmer”** but the **“Remitter Name”** is **“ABC Milk Company”**.

Notice FSFL-114

2 Processing FSFL Payments in DLS for Single Check for Multiple Loans (Continued)

E Example (Continued)

The following screen shows a completed Payment Screen for Joe Farmer.

Customer: JOE FARMER		Case #: 24-031-77777777	
Customer Management	Payment		
Loan Making	All required fields are denoted by an asterisk (*).		
LS - Transfer/Assumption	Loan Information		
LS - Dashboard	Loan Number: 2014/00003	Loan Amount:	\$75,000.00
FSFL Loan Servicing	FSA State: Maryland (24)	Loan Term:	10
Select Facility Loan	FSA County: Frederick (021)	Interest Rate:	2.750%
Special Servicing	Payment Details		
Transactions	* Payment Date: 12/03/2014	Outstanding Loan Principal:	\$74,146.92
	* Payment Amount: 2000.00	Outstanding Loan Interest:	\$687.13
		Outstanding Loan Amount:	\$74,834.05
	Remittance Details		
	* Remitter Name: ABC MILK COMPANY	* Total Remittance Amount:	7000.00
	* Remittance Type: Check	Remittance Number:	1234
	<input type="button" value="Next"/> <input type="button" value="Cancel"/>		

Note: On the Payment Screen, the second payment has a “**Payment Amount**” of \$2000.00 and the “**Total Remittance Amount**” entered is also \$7000.00. Also note the “**Customer**” selected is “Joe Farmer” but the “**Remitter Name**” is “ABC Milk Company”.