UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

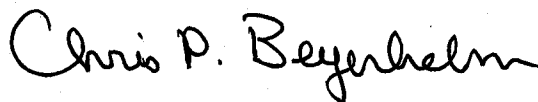**For:** State and County Offices

Farm Business Plan (FBP) Database Management

Approved by: Acting Deputy Administrator, Farm Loan Programs

Chris P. Beyerhelm

1   Overview

A Background

FBP centralized database:

- includes current and historical producer information, including debts, assets, and operating information related to income, expenses, and production

- is available, real time, to management

- must **not** include duplicate records, temporary files, accounts that are paid-in-full, or accounts where the application from a new applicant is either rejected or withdrawn

- data is uploaded daily to the reporting database, used to generate management reports, provide information for FLP Risk Assessment (FLPRA), and is shared with other FLP web based applications.

Users **must** take responsibility to ensure that data residing in the active database represents the true picture of FSA's direct loan portfolio.

B Purpose

This notice provides guidance to enable Farm Loan Chiefs (FLC), FBP State coordinators, and Service Centers to better manage the FBP database.

Disposal Date	Distribution
April 1, 2009	State Offices; State Offices relay to County Offices

1   Overview (Continued)

C   Contact

Direct questions about this notice to Pixie Greer, PDEED by either of the following:

- e-mail to **pixie.greer@wdc.usda.gov**
- telephone at 202-720-1652.

2   Service Center Responsibilities

A   FLP Borrowers

All borrowers listed on Report Code 540, 540-J (Judgments) and 540-L (CNC) must have FBP customer account established in the active database, a classification completed, and required fields on the General Information Screen completed.

A list of FLP borrowers that do not have an existing FBP account and a list FBP accounts that have not been classified will be provided to each FLC under separate cover. A new Data Manager Report, called General Information, has been created to provide a list of FBP customer accounts with information missing from the General Information Screen.

B   Farm Storage Facility Loan (FSFL) Borrowers

Farmers who only have FSFL accounts are **not** to reside in the FBP system. When evaluating repayment ability and loan security for FSFL applicants, Service Centers shall follow 1-FSFL. FSFL's provided to existing FLP borrowers shall use the established FBP customer account. Only FLP staff shall update these accounts to include FSFL information.

C   Moving Customer Accounts to the Recycle Bin

Move FBP customer accounts to the Recycle Bin according to 1-FLP, Exhibit 15, page 37. A list of FBP customer accounts, not on Report Code 540, will be provided to each FLC under separate cover.

Note: Service Center employees are **not** to use the Archives option.

D   Duplicate Customer Accounts

Duplicate Customer Accounts shall **not** reside in the FBP active database. These accounts shall be labeled "Duplicate File, XX,XX,XXX" in the case number field in General Information before transferring the account to the recycle bin. A list of FBP duplicate accounts will be provided to each FLC under separate cover.

2   Service Center Responsibilities (Continued)

E   Classifications

All borrowers with FBP accounts must have a classification completed. Nonactive accounts, such as flagged accounts, will be classified according to 1-FLP, Exhibit 15, page 101.

Youth Loans will be classified according to 1-FLP, Exhibit 15, page 99.

Note: ADPS Transaction 8N shall be processed for all classifications completed, with the exception of CNC accounts.

F   General Information Screen

Service Centers must ensure that the information is accurate. All FBP customer accounts, including flagged accounts, **must** at a minimum, have the following 4 fields completed.

* "Type of Operation Primary" - Select from list or manually enter NAICS code (6-digit only). If unknown, SELECT "Other Miscellaneous Crop Farming", 111998.

  Note: The link to access 2007 NAICS codes is
         http://www.censusgov/naics./2007/NAICO607.HTM.

* "FBP Account Flag" - Select flag based on the following account characteristics:

  * Active Account - FBP accounts with BS and IE sections completed and also includes youth loans

  * Credit Rpt./Elig. Only Act. - Accounts established for determining eligibility and/or ordering credit reports and does **not** have BS or IE sections completed

  * Special Classification Act. - Used only for flagged accounts with no new or updated BS or IE information completed since conversion to FBP (2004).

* "Borrower Type" – Select a radio button.

* "Year Started Farming" – Select year borrower started farming, if unknown, select year when first loan was made.

3   FLC, FBP Coordinators, and National Office Responsibilities

A   FLC and FBP Coordinator Responsibilities

FLC's and FBP coordinators shall ensure that:

- FBP borrowers listed on Report Code 540, 540-J and 540-L have an FBP customer account established, are classified in the FBP, and have the required fields completed on the General Information Screen

- all customer accounts that no longer have a credit relationship with FLP are moved to the recycle bin and are properly labeled as described in subparagraph 2 C

- duplicate and training accounts are not being created by the Service Centers

- any additional training accounts, above the 2 allowed per State, have been deleted.

  Note: Except for training accounts, States **will not** permanently delete any accounts from the system.

In addition to the reports generated and provided by the National Office, new Data Manager Reports are available to provide help for managing the FBP database. The current list includes the following:

- Classification Completed - Provides a list of FBP customer accounts with classification completed and the most current score date

- General Information - Provides name of customers who have required information missing from the General Information Screen and displays the missing field

- Special Classification Accounts - FBP accounts with a Special Classification account flag that have a credit action in the system other than a Special Classification credit action

- Credit Rpt./Elig. Only Account - FBP accounts with a Credit Rpt./Elig. Only account flag that have a classification completed

3   FLC, FBP Coordinators, and National Office Responsibilities (Continued)

A   FLC and FBP Coordinator Responsibilities (Continued)

By July 31, 2008, and thereafter on September 1 and March 1 of each year, FBP coordinators shall submit a report to the National Office confirming that:

- all duplicate FBP accounts have been moved to the recycle bin

- all direct accounts have been classified in FBP

- all accounts that no longer have a credit relationship with the agency have been properly labeled using the "Case #" field and moved to the recycle bin

- accounts residing in the State's recycle bin that have been inactive for more than 1 complete FY have been moved to the archive account

  Example: In FY 2008, all accounts up through 2006 may be archived.

- accounts have the 4 required fields completed on the General Information Screen and the correct "FBP Account Type" flag has been selected.

These semi annual reports shall be sent by e-mail to Pixie Greer, FBP Administrator, at **pixie.greer@wdc.usda.gov**.

B   National Office Responsibilities

The National Office FBP Administrator shall continue to monitor the FBP active database to ensure that accounts are managed as described in this notice. Periodically, the National Office will generate reports to identify duplicate records, FLP accounts not found in FBP, accounts that should not be active in FBP, and accounts needing to be updated and/or classified. These reports will be provided to the States to assist them in accomplishing their responsibilities.