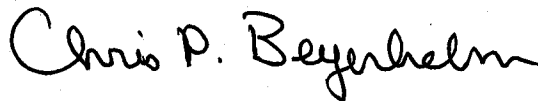


For: State and County Offices

**Accuracy of Name and Address Information in the  
Service Center Information Management System (SCIMS)**

Approved by: Acting Deputy Administrator, Farm Loan Programs



**1 Overview**

**A Background**

SCIMS is used by all USDA Service Center Agencies. A process was implemented in September 2005 to transfer name and address information in SCIMS to the Program Loan Accounting System (PLAS). This process eliminated the need to manually enter names and addresses in PLAS with Transaction Code (TC) 4B, "Change in Zip Code", and TC 4C, "Change in Name and Address". As a result, all name and address corrections must now be made by entering information in SCIMS.

SCIMS information is matched nightly against PLAS information to detect variances. Any mismatch between SCIMS and PLAS automatically generates TC 4C to update PLAS.

Effective September 17, 2008, the following new reports will be implemented to ensure the accuracy of name and address information in SCIMS:

- SCIMS-PLAS Exception
- SCIMS-PLAS Update
- SCIMS-PLAS Discrepancy.

**Note:** These reports will be available to users through the FLP Data Mart System using the Hyperion reporting tool.

**B Purpose**

This notice:

- introduces 3 new reports
- provides an explanation for how to use these reports.

<b>Disposal Date</b>	<b>Distribution</b>
February 1, 2009 9-15-08	State Offices; State Offices relay to County Offices

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### 1 Overview (Continued)

#### C Contacts

If there are questions about this notice:

- County Offices shall contact the State Office
- State Offices shall contact:
  - Sandy Bryant, PECD at [sandy.bryant@wdc.usda.gov](mailto:sandy.bryant@wdc.usda.gov) for SCIMS procedures
  - Financial Services Center (FSC), Farm Loan Operations Office (FLOO) Loan Servicing Technician for PLAS inquiries.

### 2 New Hyperion Reports

#### A SCIMS-PLAS Exception Report

County Offices, State Offices, National Offices, and FSC, FLOO need to know when exceptions are found between current PLAS borrower information and current SCIMS borrower information because these exceptions prevent updating name and address information in PLAS from SCIMS. The current PLAS borrower case number, name, and address information and the current SCIMS name and address information will be provided on the report, along with a descriptive exception type message that will allow the County Office to make corrections.

If the correction is made in SCIMS, the SCIMS-PLAS update process will correct PLAS, allowing for 2 workdays. If the correction is to PLAS, process the appropriate Automated Discrepancy Processing System (ADPS) transaction or make the appropriate contact for assistance.

The SCIMS-PLAS Exception Report's format is shown in the following example.

<u>Case Number</u>	<u>Exception Type</u>	<u>Borrower Information (P=PLAS, S=SCIMS)</u>
XX-XXX-XXXX	SCIMS TAXID INACTIVE	(P) SMITH, MARIA A 123 COUNTY RD MONROE, AL 12345 (S) SMITH, MARIA A 123 COUNTY RD MONROE, AL 12345

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**2 New Hyperion Reports (Continued)**

**A SCIMS-PLAS Exception Report (Continued)**

The following table shows the description and corrective action for each exception type.

<b>Exception Type</b>	<b>Description</b>	<b>Corrective Action</b>
NO SCIMS BUSINESS NAME	SCIMS business name is missing.	Add the missing borrower information to SCIMS.
NO SCIMS LAST NAME	SCIMS last name is missing.	Add the missing borrower information to SCIMS.
NO SCIMS FIRST NAME	SCIMS first name is missing.	Add the missing borrower information to SCIMS.
NO SCIMS DELIVERY ADDRESS	SCIMS delivery address is missing.	Add the missing borrower information to SCIMS.
NO SCIMS CITY	SCIMS city is missing.	Add the missing borrower information to SCIMS.
NO SCIMS STATE	SCIMS State is missing.	Add the missing borrower information to SCIMS.
NO SCIMS ZIP CODE	SCIMS ZIP Code is missing.	Add the missing borrower information to SCIMS.
SCIMS CONTAINS "DECEASED"	Invalid information is in the SCIMS name or address fields.	Modify borrower information in SCIMS to correct invalid information.
SCIMS CONTAINS "INVALID"	Invalid information is in the SCIMS name or address fields.	Modify borrower information in SCIMS to correct invalid information.
SCIMS CONTAINS "DELETED"	Invalid information is in the SCIMS name or address fields.	Modify borrower information in SCIMS to correct invalid information.
SCIMS CONTAINS "UNKNOWN"	Invalid information is in the SCIMS name or address fields.	Modify borrower information in SCIMS to correct invalid information.
SCIMS CONTAINS "INACTIVE"	Invalid information is in the SCIMS name or address fields.	Modify borrower information in SCIMS to correct invalid information.
NO SCIMS CURR-MAILING-INDICATOR	The borrower is in SCIMS, but the current mailing indicator has not been set.	Set the SCIMS current mailing indicator.
NO SCIMS MATCH FOR PLAS BUSINESS	The borrower is present in both SCIMS and PLAS, but the application type code in PLAS does not match the customer type code in SCIMS.	Change the appropriate (SCIMS or PLAS) system to reflect the correct type.
NO SCIMS MATCH FOR PLAS PERSON	The borrower is present in both SCIMS and PLAS, but the application type code in PLAS does not match the customer type code in SCIMS.	Change the appropriate (SCIMS or PLAS) system to reflect the correct type.

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### 2 New Hyperion Reports (Continued)

#### A SCIMS-PLAS Exception Report (Continued)

Exception Type	Description	Corrective Action
SCIMS TAXID INACTIVE	Someone has coded this SCIMS taxid as "Inactive".	Re-code the SCIMS taxid as "Active".
SCIMS ADDRESS EXCEEDS 38 CHARACTERS	The borrower's delivery address in SCIMS exceeds the characters accommodated in PLAS address fields (2 address fields of 19 characters each). In this case, delivery address information is truncated during the nightly update process.	Modify address information in SCIMS to condense it, using standard U.S. Postal Service abbreviations.

**Notes:** Careful attention must be used when entering/modifying information for "Delivery Address" in SCIMS. There is no exception type provided for "Invalid Name/Address". Entering a misspelled name or invalid address in SCIMS will result in an update to PLAS that is inaccurate and may not be detected until mail is returned as undeliverable.

A triple space between characters is used systematically to terminate the collection of SCIMS address information during the nightly PLAS update process. Erroneous spacing in SCIMS:

- will decrease the information input to PLAS
- will likely update PLAS with an incomplete address
- may sometimes create an exception for "SCIMS address exceeds 38 characters".

The SCIMS-to-PLAS update process does **not** update PLAS for a borrower that has only guaranteed loans. For a guaranteed loan-only borrower applying for a direct loan, the PLAS address information fields may **not** accurately populate directly from the Guaranteed Loan System (GLS). If necessary, use the GLS TC 4C to correct PLAS information for guaranteed loan borrowers. The GLS TC 4C will update PLAS overnight.

As a common tool used by all USDA Service Center Agencies, changes in SCIMS impact more than FLP. Therefore, corrections must be entered accurately and timely.

#### B SCIMS-PLAS Update Report

County Offices, State Offices, National Offices, and FSC, FLOO need to know when TC 4C's are systematically updated by the SCIMS-PLAS update process.

The SCIMS-PLAS Update Report displays the current PLAS case number, TC, "PLAS" field, information in PLAS before the update, and information now in SCIMS that has most recently updated PLAS.

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### 2 New Hyperion Reports (Continued)

#### B SCIMS-PLAS Update Report (Continued)

The SCIMS-PLAS Update Report data will be sorted in descending date order showing the date on which the update took place. Users will have the option to select a date range, up to a maximum of 30 calendar days.

The SCIMS-PLAS Update Report's format is shown in the following example.

<u>Case Number</u>	<u>Date</u>	<u>PLAS</u> <u>Tran Code</u>	<u>(PLAS) Field</u>	<u>Borrower Information (P=PLAS, S=SCIMS)</u>	
XX-XXX-XXXX	09/08/08	4C	NAME/ADDRESS	(P) SMITH, MARIA A	123 COUNTY RD MONROE, AL 1234X
				(S) SMITH, MARIA A	123 COUNTY RD MONROE, AL 1234X

**Validation Action:** Review each item on the report to verify the accuracy of borrower information. If an error is detected for the information submitted in SCIMS, make the necessary modification in SCIMS. A new TC 4C will then be generated as part of the nightly update process.

#### C SCIMS-PLAS Discrepancy Report

The SCIMS-PLAS Discrepancy Report lists TC 4C discrepancies that resulted from the previous night's update. These discrepancies are the same as ADPS discrepancies on PLAS; however, they will **not** appear on ADPS. These discrepancies must be corrected by FSC, FLOO. Contact the appropriate Loan Servicing Technician for assistance.

**Note:** The SCIMS-PLAS Discrepancy Report should generally remain empty.

#### D Hyperion Access

Access the Hyperion SCIMS to PLAS Report through the FSA Data Warehouse web site at <https://fsadwhouse.sc.egov.usda.gov/FSA-DataMarts/FSAdataMartsHomePage.htm>. CLICK "Hyperion Data Marts" and provide the eAuthentication user ID and password to enter Hyperion.

#### E Location of Reports

Follow this folder structure to find the reports:

- Farm Loan Program Data Mart
- Program Loan Accounting System (PLAS) OnDemand Reports
- SCIMS to PLAS.