

FIELD OFFICE AUTOMATED DISCREPANCY PROCESSING SYSTEM TRANSACTION CODE PROCESSING/VERIFICATION CHART

Transaction Code	Title	Source/Input Documents	Screen Printout	Status Screen 1/	Days to Process 2/	Effective Date	OK Code Authorization Documentation	Processing Verification
1A	Direct Loan/Grant-Obligation Only	Form FmHA 1940-1	N/A	LM, SC, SF, SR	5	Approval Date	6, 7, D	SC, SF, SR
1A	Guaranteed Loan-Obligation Only	Form FmHA 1940-3	N/A	LM, SC, SF, SR	5	Approval Date	6, 7, D, J	SC, SF, SR
1B	Direct Loan/Grant-Obligation with Check Request	Form FmHA 1940-1	N/A	LM, SC, SF, SR	5	Check Date	6, 7, D	SC, SF, SR
1C	Check Request	N/A	Yes (authorizing signature required)	LM, SC, SF, SR	5	Check Date	N/A	SC, SF, SR
1D	Cancellation of Loan/Grant-Obligation Only	Form FmHA 1940-10	N/A	LM, SC, SF, SR	5	Current Processing Date/date of Obligation/Interest Assistant Obligation Date	N/A	UN

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FIELD OFFICE AUTOMATED DISCREPANCY PROCESSING SYSTEM TRANSACTION CODE PROCESSING/VERIFICATION CHART

Transaction Code	Title	Source/Input Documents	Screen Printout	Status Screen 1/	Days to Process 2/	Effective Date	OK Code Authorization	Processing Verification
1F	Loan Closing	Closing Documents (e.g., Form FmHA 1927-15)	N/A	LM	10	Loan Closing Date	3, 5, 6	Online Borrower History Inquiry, SM
1G	Credit Sale	Forms FmHA 1955-50 (printout of 1G detail screen) 1940-1	Yes	AP, SF SM, SR	10	Date of Note	A, 2, 3, 4, 5, 7, 8	Online Borrower History Inquiry, AP
1H	Cash Sale Characteristics-Acquired Property	Forms FmHA 1955-50 (printout of 1H detail screen) 1940-1	Yes	AP	10	Date of Property Sale	3	Online Borrower History Inquiry, AP

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II	Judgment Cost	Form FmHA 838-B	Yes (only for discrepancy correction requiring modification by NFC)	SF, SM SR	5 3/	Transaction Date	N/A	Online Borrower History Inquiry, SM
1L/L1	Recoverable Loan Cost	Form FmHA 838-B	Yes (only for discrepancy correction requiring modification by NFC)	LM, SF, SM, SR TI	5 3/	Transaction Date	N/A	Online Borrower History Inquiry, TI
1M	Assumption Agreement/New Rates and Terms/Real Estate	Forms FmHA 1940-14, 1965-13, 1965-15	N/A	PF, PR, SM	10	Date Assumed	2, 3, 4, 5, 7, 8	Online Borrower History Inquiry, SM

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1M	Reamortization/ New Rates and Terms/Real Estate	Forms FmHA 452-2 1940-16 1940-17 1940-18, 1965-13 1965-15	N/A	PF, PR, SM	10	Date of Promissory Note	S, 2, 3, 4	Online Borrower History Inquiry, SM
1M	Accelerated Repay- ment/New Rates and Terms/Real Estate	Form FmHA 1965-11	N/A	PF, PR, SM	10	Date of Accelerated Repayment Agreement	S, 2, 3	Online Borrower History Inquiry, SM
1M	Assumption Agreement/New Rates and Terms/Operating Loan	Forms FmHA 1940-1, 1965-13	N/A	PF, SM	10	Date Assumed	4, 8	Online Borrower History Inquiry, SM
1M	Reschedule/New Rates and Terms/ Operating Loan	Forms FmHA 1940-17 1940-18	N/A	PF, SM	10	Date of Promissory Note	S, 4	Online Borrower History Inquiry, SM
1M	Accelerated Repayment/New Rates and Terms/Operating Loan	Form FmHA 1965-11	N/A	PF, SM	10	Date of Accelerated Repayment Agreement	S	Online Borrower History Inquiry, SM

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Transaction Code	Title	Source/Input Documents	Screen Printout	Status Screen 1/	Days to Process 2/	Effective Date	OK Code Authorization Documentation	Processing Verification
IM	Consolidation/New Rates and Terms/Operating Loan	Form FmHA 1940-17	N/A	PF, SM	10	Date of Promissory Note	D	Online Borrower History Inquiry, SM
IS	Lease of Real Property	Form FmHA 1955-20	N/A	AP, LE	5	Effective Date of Lease	N/A	Online Borrower History Inquiry, LE
IT	Correction of Loan Statistical Information	Forms FmHA 1940-1, 1940-3, 1940-16, 1940-17	N/A	LM, SC, SF, SM, SR	5	Approval Date	N/A	SC, SF, SR
IX	Acquired Property Cost	Form FmHA 838-B	Yes (only for discrepancy correction requiring modification by NFC)	AP	5 3/4	Transaction Date	N/A	Online Borrower History Inquiry, TI

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Transaction Code	Title	Source/Input Documents	Screen Printout	Status Screen 1/Screen 2/	Days to Process 2/	Effective Date	OK Code Authorization Documentation	Processing Verification
3B	Notice of Judgment	Form FmHA <u>1962-20</u>	Yes (for reversal reapplication purposes)	SF, SM, SR	5	Date of Credit	9	Online Borrower History Inquiry, SM
3E	Acquisition	Form FmHA <u>1955-3</u> (printout of 3E detail screen)	Yes (authorizing signature required)	AP, PF, PR, SM	5	Date of Acquisition	9	Online Borrower History Inquiry, AP
3G	Noncash Credit-Administrative Adjustment	DALR\$ Analysis Report	N/A	SF, SM, SR	5	Date of Credit	N/A	Online Borrower History Inquiry, SM
3K	Debt Settlement	Forms FmHA <u>1956-1</u> , <u>1956-2</u> , <u>1965-8</u>	Yes (for reversal reapplication purposes)	AP, ER, PF, PR, PS, SM	5	Date of Credit	N/A	Online Borrower History Inquiry, SM

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3L	Writeoff Lease Account	Printout of 3L detail screen	Yes (authorizing signature required)	AP, LE	5	Date of Credit	N/A	Online Borrower History Inquiry, LE
3Q	Net Recovery Buyout/Single Family Housing Equity Recapture	DALR\$ Analysis Report/Net Recovery Buyout Agreement	Yes (for reversal/reapplication purposes)	ER, MI, RM, SF, SM, SR	10	Date of Agreement	3	Online Borrower History Inquiry, SM
3R	Shared Appreciation Writedown	DALR\$ Analysis Report/Shared Appreciation Agreement	N/A	ER, MI, RM, SF, SM, SR	10	Date of Agreement	3	Online Borrower History Inquiry, SM
3T	Judgment - Third Party Judgment	Form FmHA 1962-20	Yes (for reversal/reapplication purposes)	J3, JC, SF, SM, SR	5	Date of Credit	N/A	Online Borrower History Inquiry, SM

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Transaction Code	Title	Source/Input Documents	Screen Printout	Status Screen 1/ Screen 2/	Days to Process	Effective Date	OK Code Authorization Documentation	Processing Verification
3V	Equity Receivable/ Full Sale and Partial Sale	Notification of Sale or Disposition, FmHA Appraisal, Net Recovery Buyout Agreement, Shared Appreciation Agreement	N/A	ER, PS, RM, SF, SM, SR	5	Date of Sale	N/A	Online Borrower History Inquiry, SM
3V	Equity Receivable/ Full Maturity/ Maturity with Partial Sale	FmHA Appraisal, Shared Appreciation Agreement	N/A	ER, PS, RM, SF, SM, SR	5	Transaction Date for full maturity; Date of Maturity for Maturity with Partial Sale	N/A	Online Borrower History Inquiry, SM

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Transaction Code	Title	Source/Input Documents	Screen Printout	Status Screen 1/	Days to Process 2/	Effective Date	OK Code Authorization Documentation	Processing Verification
3Y	Acquired Property-Conservation Easement	N/A for application; printout of Detail On-line Property History Inquiry screen for reversal.	Yes (authorizing signature required)	AP, CE	5	Date of Easement	N/A	Online Property History Inquiry, AP
4A	Change in Case Number and Loan Number	Forms FmHA 1965-13, 460-9, (Assumption-Same Terms), 450-10 (printout of 4A detail screen)	Yes (authorizing signature required if not Assumption-Same Terms)	SC, SF, SM, SR	5	Transaction Date	9	Online Borrower History Inquiry, SM

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4B	Change in ZIP Code	Form FmHA <u>450-10</u> (printout of 4B detail screen)	Yes (authorizing signature required)	N/A	5	Transaction Date	N/A	SM
4C	Change in Name and Address	Form FmHA <u>450-10</u> (printout of 4C detail screen)	Yes (authorizing signature required)	SC, SF, SM, SR	5	Transaction Date	N/A	SM
4D	Change in Case Number, Name, and Address	Forms FmHA <u>1965-13</u> , <u>460-9</u> (Assumption Same Terms) <u>450-10</u> (printout of 4D detail screen)	Yes (authorizing signature required if not Assumption Same Terms)	SC, SF, SM, SR	5	Transaction Date	2, 8	Online Borrower History Inquiry, SM

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Transaction Code	Title	Source/Input Documents	Screen Printout	Status Screen 1/	Days to Process 2/	Effective Date	OK Code Authorization Documentation	Processing Verification
4K/K4	Reopen Closed Borrower/Holder/Equity Account or Establish Settlement Code	Printout of 4K detail screen	Yes (authorizing signature required)	ER, RM, SM	5	Transaction Date	N/A	SM
4V	Additional Payment Agreement	Form FmHA 1951-37	N/A	SF, SM, SR	5	Transaction Date	N/A	Online Borrower History Inquiry, SM
4X	Direct Payment Plan Change	Form FmHA 1951-34	N/A	SC, SF, SM, SR	5	Transaction Date	N/A	SC, SF, SR
4Z	Interest Credit Agreement	Forms FmHA 1944-6, 1944-A6, 1944-B6 (or 1944-15 for cancellation)	N/A	DL, SM, SR	10	Date of Agreement (or Date of Cancellation)	7, 8	Online Borrower History Inquiry, SM
5A	Case Reclassification-Collection Only to Active	Form FmHA 404-1	N/A	SC, SF, SM, SR	5	Transaction Date	N/A	SC, SF, SR

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5B	Case Reclassification-Active to Collection Only	Form FmHA 404-1	N/A	SC, SF, SM, SR	5	Transaction Date	N/A	SC, SF, SR
5D	Change in Veteran Status - To Veteran	Printout of 5D detail screen	Yes (authorizing signature required)	SC, SF, SM, SR	5	Transaction Date	N/A	SC, SF, SR
5F	Remove Suspend Code	N/A	Yes (authorizing signature required)	SF, SM, SR	5	Transaction Date	N/A	SC, SF, SR
5G	Establish Descriptive Code	Form FmHA 1951-6	N/A	SF, SM, SR	10	Month/Year of Descriptive Code	N/A	SM
5H	Remove Descriptive Code	Form FmHA 1951-6	N/A	SF, SM, SR	5	Month/Year of Descriptive Code	N/A	SM
5J	Change Purchase Code	Form FmHA 1955-50 (printout of 1G detail screen)	Yes (authorizing signature required)	SC, SF, SM, SR	5	Transaction Date	N/A	SC, SF, SR

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5K	Change in Veteran Status - To Nonveteran	Printout of 5K detail screen	Yes (authorizing signature required)	SC, SF, SM, SR	5	Transaction Date	N/A	SC, SF, SR
5L	Acquired Property Maintenance	<del>Form FmHA 1955-3A</del> (printout of 5L detail screen)	Yes (authorizing signature required)	AP	5	Transaction Date	3	Online Property History Inquiry, AP
5M	Change in Race Code	N/A	Yes (authorizing signature required)	SC, SF, SM, SR	5	Transaction Date	N/A	SC, SF, SR
5N	Change in Borrower Statistical Information	<del>Form FmHA 450-10</del> (printout of 5N detail screen)	Yes (authorizing signature required)	SC, SF, SM, SR	5	Transaction Date	N/A	SC, SF, SR

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5W	Record/Reverse Loan Deferral	Printout of 5W detail screen	Yes (authorizing signature required)	MI, SF, SM	10	Deferral Effective Date	N/A	Online Borrower History Inquiry, SM
5Y	Loan Deferral Expiration/ Cancellation	Printout of 5Y detail screen	Yes (authorizing signature required)	MI, SF, SM	5	Deferral Effective Date	N/A	Online Borrower History Inquiry, SM
7I	RH Deferred Mortgage Credit Amount	Forms FmHA 1944-6, 1944-B5	N/A	DL, SM, SR, SU	10	Date of Agreement	N/A	Online Borrower History Inquiry, SM
8M	Limited Resource Loan Review	Form FmHA 431-2	N/A	SF, SM	5th Day of Following Month	Date of Review	N/A	RC 760-A, CL

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8N	Record Borrower/ Loan Classification Data	Form FmHA 2006-20 (Farmer Program Loans), RC 836-A (Rural Housing Loans)	N/A	CL, SC, SF, SM, SR	5	Date of Closing Date of Farm & Home Plan	N/A	RC's 736, 836-A, CL
8P	Acquired Property- Subdivision	Form FmHA 1955-3A (printout of 8P detail screen)	Yes (authorizing signature required)	AP, LE	5	Date of Subdivi- sion	2	Online Property History Inquiry, AP
8R	Interest Rate Adjustment	FmHA In- struction 1951-A, Exhibit B	N/A	SF, SM	5	Date of Promissory Note	N/A	Online Borrower History Inquiry, SM

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Transaction Code	Title	Source/Input Documents	Screen Printout	Status Screen 1/ Screen 2/	Days to Process 1/ Process 2/	Effective Date	OK Code Authorization Documentation	Processing Verification
9E	Establish/Remove Suspend Code - Acquired Property Lease	Form FmHA 1955-3A (printout of 9E detail screen)	Yes (authorizing signature required)	AP, LE	5	Transaction Date	N/A	AP
9G	Change in Borrower/Property Mail Code	Printout of 9G detail screen	Yes (authorizing signature required)	N/A	5	Transaction Date	N/A	Online Borrower History Inquiry
GA	Guaranteed Loan Closing Report	Form FmHA 1980-19	N/A	GL	N/A	Closing Date	N/A	BD, FI GL, SI
GB	Request Interest Assistance/Interest Rate Buydown/ Subsidy Payment to Guaranteed Loan Lender	Form FmHA 1980-24	N/A	FI, GL	N/A	Beginning of Claim Period	N/A	BD, FI, GL
GQ	Guaranteed Single Family Housing Interest Assistance Agreement	Form FmHA 1980-13	N/A	GL, SI	N/A	Date of Agreement	N/A	GL, SI

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IC	Interest Credit Workfile	Forms FmHA <u>1944-A6</u> , <u>1944-B6</u>	N/A	N/A	N/A	Date of Agreement	N/A	PR, SR

1/ See Appendix A of this Attachment for full names of screens.

2/ Add 3 additional days for transactions mailed to District or State Offices.

3/ Field offices should submit applicable forms to the National Finance Center within 5 days of approval.

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DATA FIELD DESCRIPTIONS

Transaction Code - Self-explanatory  
 Title - Self-explanatory.  
 Source Document - The form or source to be used for processing a related transaction code.  
 Screen Printout - A hard-copy printout of the input screen retained in the case file(s) as required for certain transaction codes.  
 Status Screen - Screen(s) used to prepare/validate information on transaction-related source documents and/or input screens  
 Days to Process - The maximum number of calendar days allowed to process a transaction after the "effective date" of the source document, or date of transaction origination if no source document exists, in accordance with the Automated Discrepancy Process System timeliness standard. Every effort should be made to process transactions as of their effective date, in order to minimize discrepancies.  
 Effective Date - The effective date of the source document, i.e., approval date, check date, loan closing date, etc.  
 OK Code Authorization/Documentation - OK-to-apply codes that require authorization and documentation in the case file(s) justifying their use.  
 Processing Verification - The source to be used to verify that a transaction has processed.

SCREEN TITLES

AP - Acquired Property	GL - Guaranteed Loan Account Information
BD - Guaranteed Farmer Program Interest Rate Buydown Information	J3 - Third-Party Judgment
CL - Loan Classification	JC - Judgment Cost
CE - Conservation Easement	LE - Lease
DL - Debt and Loan Restructuring System (DALR\$) Information	LM - Loan Closing Premanuscripting
ER - Equity Recapture	MI - Miscellaneous Information
FI - Guaranteed Farmer Program Interest Assistance Information	PF - Farmer Program Payoff Balance by Loan
	PR - Rural Housing Payoff Balance by Loan

FmHA Instruction 2033-A

Exhibit C

Attachment 1

Appendix A

Page 2

SCREEN TITLES

PS - Equity Partial Sale Information

RM - Debt Restructuring Premanuscripting

SC - Community Program Servicing by Loan

SF - Farmer Program Servicing by Loan

SI - Guaranteed Single Family Housing  
Interest Assistance Information

SM - Loan Servicing Premanuscripting

SR - Rural Housing Servicing by Loan

SU - Subsidy

TI - Tax and Information

UN - Unclosed

GUARANTEED LOAN SUBSYSTEM REPORTS

REPORT	REPORT TITLE	DISTRIBUTION			LENDER	FREQUENCY
		STATE	COUNTY			
4010	Detail Active Accounts Receivable Listing	1				S
4012	Notice of 30 Days Prior to Date Annual Review Date	1	1		1	M
4013	Notice of SFH Interest Assistance Agreement Expiring Within 90 Days	1	1		1	M
4022	Notice of Expiring Period of Advance	1	1		1	D
4024	Notice of Expiring Interest Rate Buydown	1	1		1	D
4025	Notice of Expiring Contract of Guarantee	1	1		1	D
4025	Notice of Expiring Loan Note Guarantee	1	1		1	D
4029	Notice of Late Advance	1	1		1	D
4032	Status of a Guaranteed Loan Account	*	*		*	
4047	Trial Balance Guaranteed Loan Lender	*	*		*	
4051	FmHA Assistance to Employee	1	1		1	Q
4061	Guaranteed Loan Accounts Requiring Attention	1	2		2	S
4061A	Notice of Guaranteed Loan Accounts Status Report Past Due	1	1		1	Q
4062	Holder Purchase Report	1	1		1	D
4063	Notice of Estimated/Final Loss Settlement	1	1		1	D
4064	Guaranteed Rural Housing Loan Status Report	1	1		1	D
4066	Lender Profile				2	A
4067	Analysis of Delinquencies	1			1	S
4067B	Analysis of Delinquencies by Loan Type	1**			1**	Q
4067C	Analysis of Delinquencies by Loan Type	1			1	Q
4068	Notice of Closing of Guaranteed Loan Account	1	1		1	Q
4069	Notice of Identifying Information for New Lender	2	1		1	D
4070	Status of a Guaranteed Loan Receivable Account	*	*		*	D

\* Upon request only via Form FmHA 1980-52, Report Request - Transaction Code 4100.

\*\* Distributed to field offices and/or lenders per frequency shown (A-Annual  
 S-Semiannual, Q-Quarterly, M-Monthly, D-Daily). May also be requested via Form FmHA 1980-52.

GUARANTEED LOAN SUBSYSTEM REPORTS

REPORT	REPORT TITLE	DISTRIBUTION			FREQUENCY
		STATE	COUNTY	LENDER	
4071	Notice of Second Half of Guaranteed Fee Due Report	1	1	1	D
4072	Notice of Cancellation of Guarantee	1	1	1	D
4074	Notice of Final Maturity Date of Guaranteed Loan	1	1	1	D
4076	Notice of Buydown Agreement Maturing for Guaranteed Loan	1	1	1	D
4100	Loan Reference Listing	*	*	*	S
4103	Lender List	1			Q
4105	Status of Active Guaranteed Loans	1	1(S)		
4111	Active Lender Report	*	*		
4112	List of Accounts Inactive	*	*		
4120	Delinquency Report	1(S)	1	1	Q
4130	Detail Loss Listing	1(S)	1(A)	1	Q
4131	Summary Loss Listing	1**			S
4235A	Interest Rate Buydown Subsidy - Sorted by State	1	1	1	Q
4235B	Interest Rate Buydown Subsidy - Sorted by City and Type		1	1	Q
4300	Guaranteed Loan File Query Listing	*	*	*	

\* Upon request only via Form FmHA 1980-52, Report Request - Transaction Code 4100.

\*\* Distributed to field offices and/or lenders per frequency shown (A-Annual, S-Semiannual, Q-Quarterly, M-Monthly, D-Daily). May also be requested via Form FmHA 1980-52.