

PROCEDURE REFERENCE : FmHA Instruction 2006-K

PURPOSE : To provide Ad Hoc Reporting request documentation.

UNITED STATES DEPARTMENT OF AGRICULTURE
FARMERS HOME ADMINISTRATION
(Location)

Report Control _____

SUBJECT: Request for New or Modification to the Ad Hoc Reporting System

TO : IRMD "FOCUS" Support Group

Please consider this guide letter a request for a NEW and or MODIFICATIONS to the "FOCUS" Ad Hoc Reporting System. I am submitting the following as documentation.

1. TYPE OF REQUEST: (check one or both) _____ DATA _____ MENUED
REPORT
 a. _____ NEW
 b. _____ REVISED
 c. _____ CANCEL
 d. _____ COMBINATION of the above (check appropriate)
2. Title of the Request.
3. DETAILED REQUIREMENTS FOR THE REQUESTED APPLICATION. SEE ATTACHED INSTRUCTIONS FOR PREPARATION OF YOUR REQUEST. (Prepare and staple to this request.)
4. REQUESTOR AND REQUESTING OFFICE:

Name _____
 Title _____
 Telephone No. _____
 Date _____

REQUESTING OFFICE:

_____ NATIONAL -- Program/Management Area _____
 _____ FINANCE -- Program/Management Area _____
 _____ STATE -- Program/Management Area _____
 _____ and STATE NAME (write in name) _____

Your continued cooperation is greatly appreciated.

Sincerely,

APPROVING OFFICIAL'S SIGNATURE: (Use appropriate field.)

(Date)

National Office Division Director _____

Finance Office Branch Chief _____

State Director _____

INSTRUCTIONS FO.....

1. Check NEW if data/report is not currently defined to FOCUS. Check REVISED for modifications to existing FOCUS data/report. Check CANCEL when data/report is no longer required.
2. Brief descriptive title of the request.
3.
 - a. Purpose/Use: Provide a detailed description of how the report/file is to be used.
 - b. Data Location/Availability: Is the information available from an existing form, a set of forms, an existing report or another source? If yes, indicate the source.
 - c. Data Elements: Identify all data/elements that will be required for use in the report or file.
 - d. Sort Sequence and Control Breaks: Identify sort requirements (i.e. State, County, District, Borrower ID, Loan Number, Borrower Name, etc.) and control breaks for page, subtotal, total, or other breaks.
 - e. Report Format: If a menued report is being requested, prepare the report format as you visualize it will look, keeping in mind the 132 character width restriction. Show report name headings, data in heading (if required), column headings, field sizes, and footings. Indicate layout requirements such as control breaks, subtotals, totals, page breaks, skipped lines, etc.
 - f. Distribution/User: Identify the intended recipient and/or user (i.e. National, State, etc.).
 - g. Report Prompt Screen: Will this be needed? If so, what levels of prompting are needed -- State, District, County, particular dates, interest rates, servicing office, etc.
 - h. Report Size: If possible, provide the anticipated maximum size of the report measured by estimating the number of print lines.
 - i. Refresh: How often should the prior file be replaced with current data (e.g., daily, weekly, monthly, etc.)?
4. Provide the requestor's name, title, telephone number, and date of request. Requesting office can be National, Finance, and State. If State, give the complete State name. Provide Program or Management area.
5. Approving Official's Signature. Request must be signed and dated by the approving official.