USDA GUS TRAINING

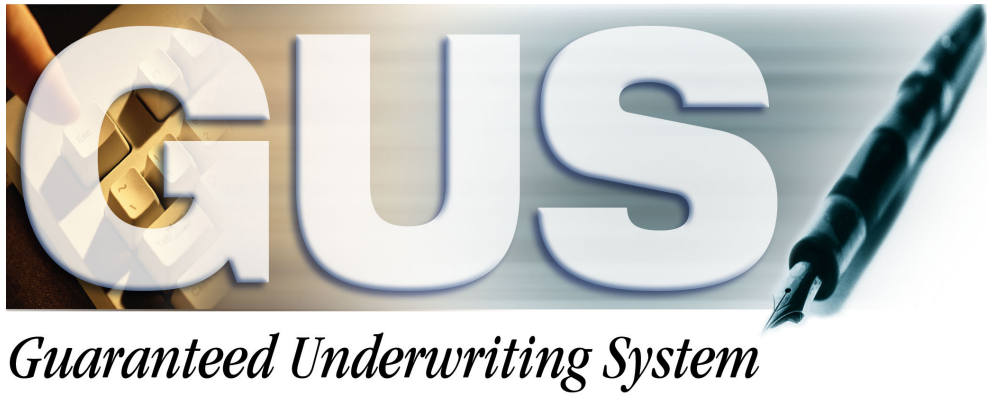
GUS ASSETS AND LIABILITIES

USDA Rural Development
U.S. DEPARTMENT OF AGRICULTURE

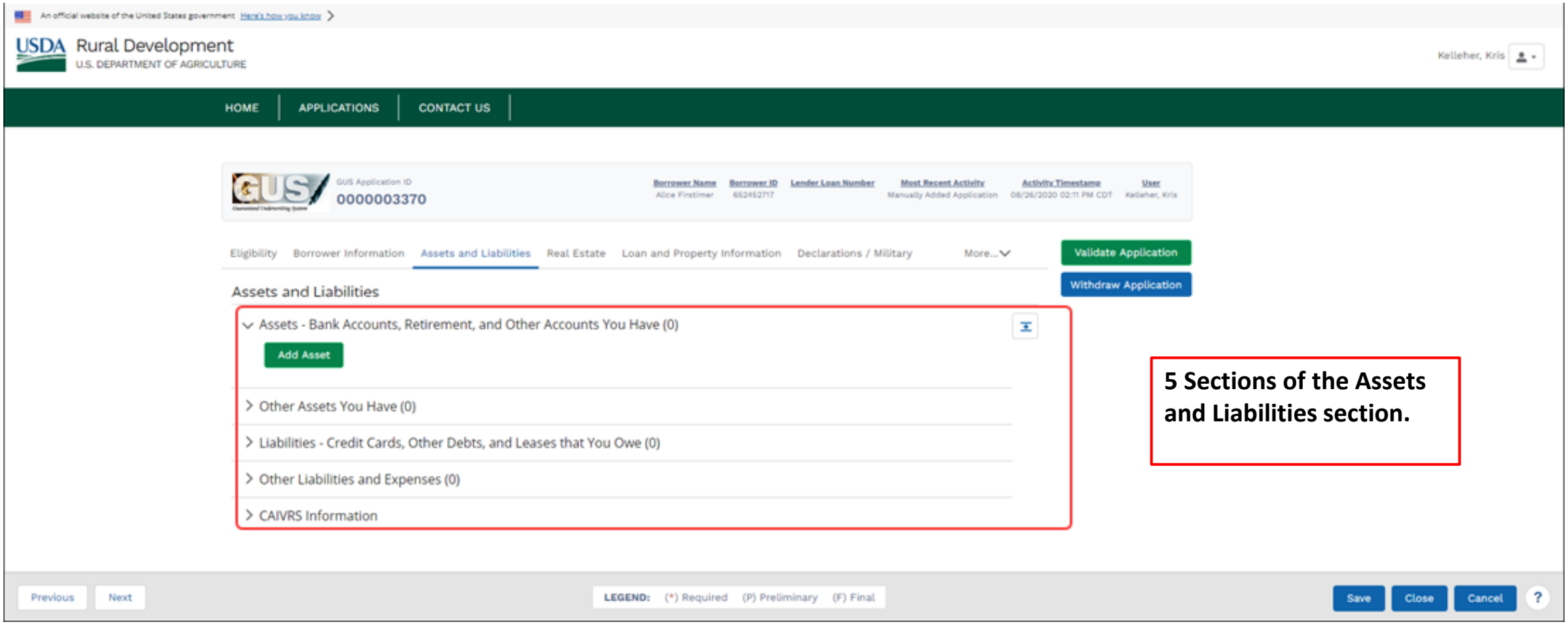
Training Objectives

Gain an understanding of how to complete each section of the Assets and Liabilities page in GUS.

- Assets – Bank Accounts, Retirement, and Other Accounts You Have
- Other Assets You Have
- Liabilities – Credit Cards, Other Debts, and Leases that You Owe
- CAIVRS Information

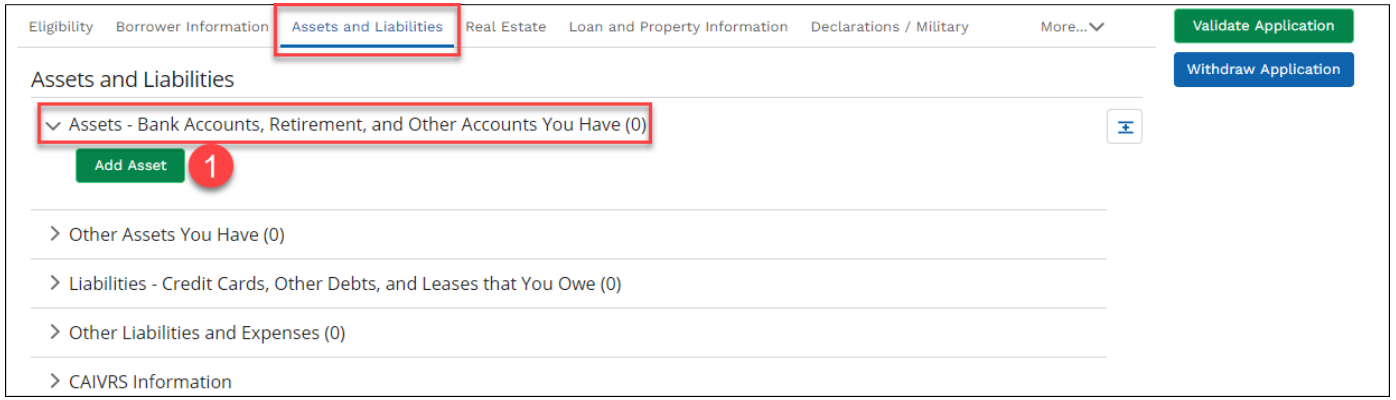


GUS Assets and Liabilities: Assets – Bank Accounts, Retirement and Other Accounts



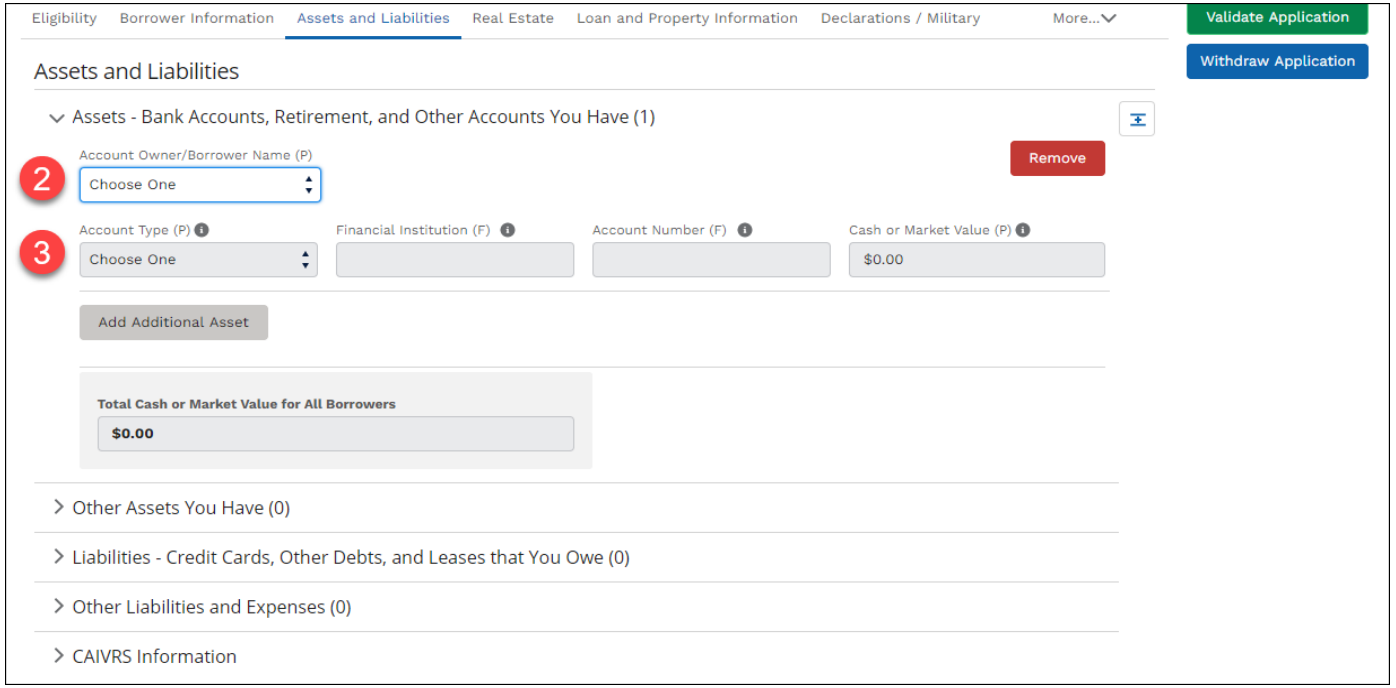
5 Sections of the Assets and Liabilities section.

GUS Assets and Liabilities: Assets – Bank Accounts, Retirement and Other Accounts, Continued…



Steps:

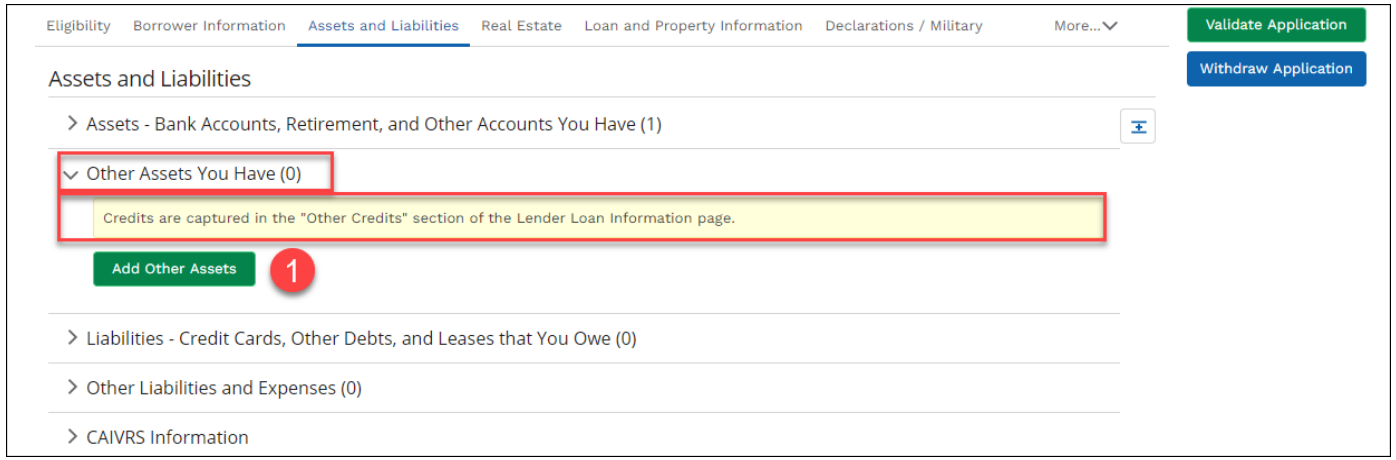
1. Select **Add Asset**.



Steps:

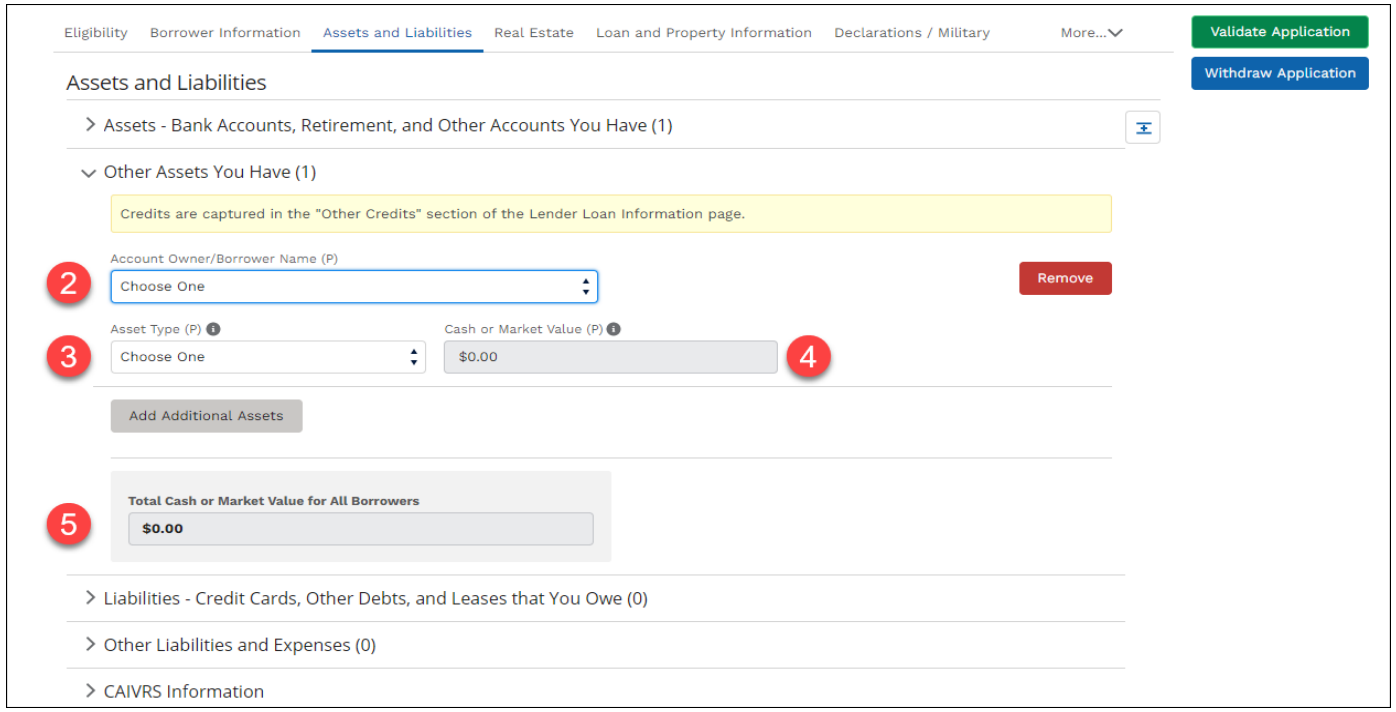
2. Select **Account Owner/Borrower Name** from the drop-down list.
3. Select the **Account Type** from the drop-down list. Then complete **Financial Institution**, **Account Number** and **Cash or Market Value**.

GUS Assets and Liabilities: Assets – Other Assets You Have



Steps:

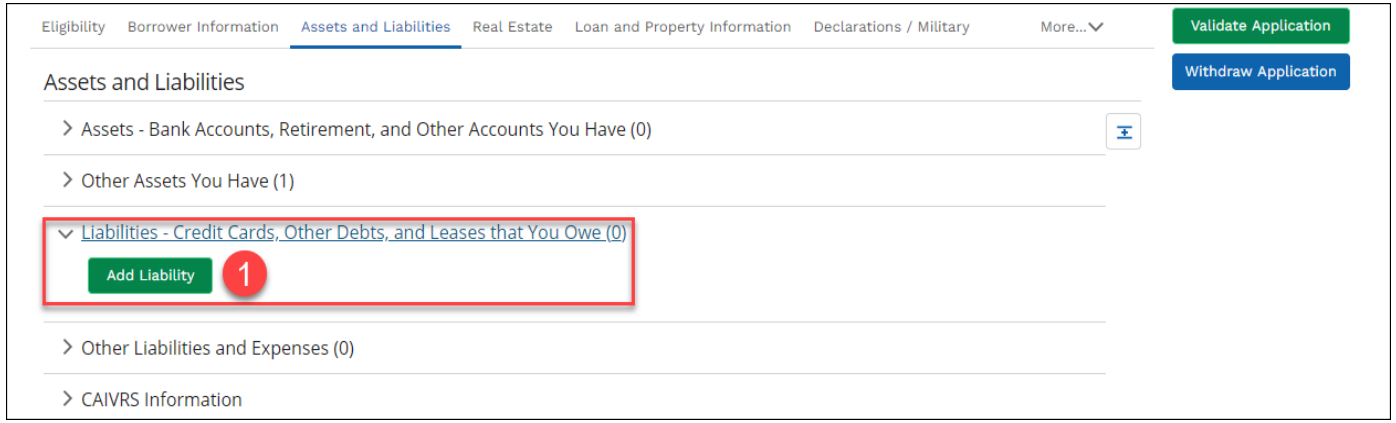
1. Select **Add Other Asset**.



Steps:

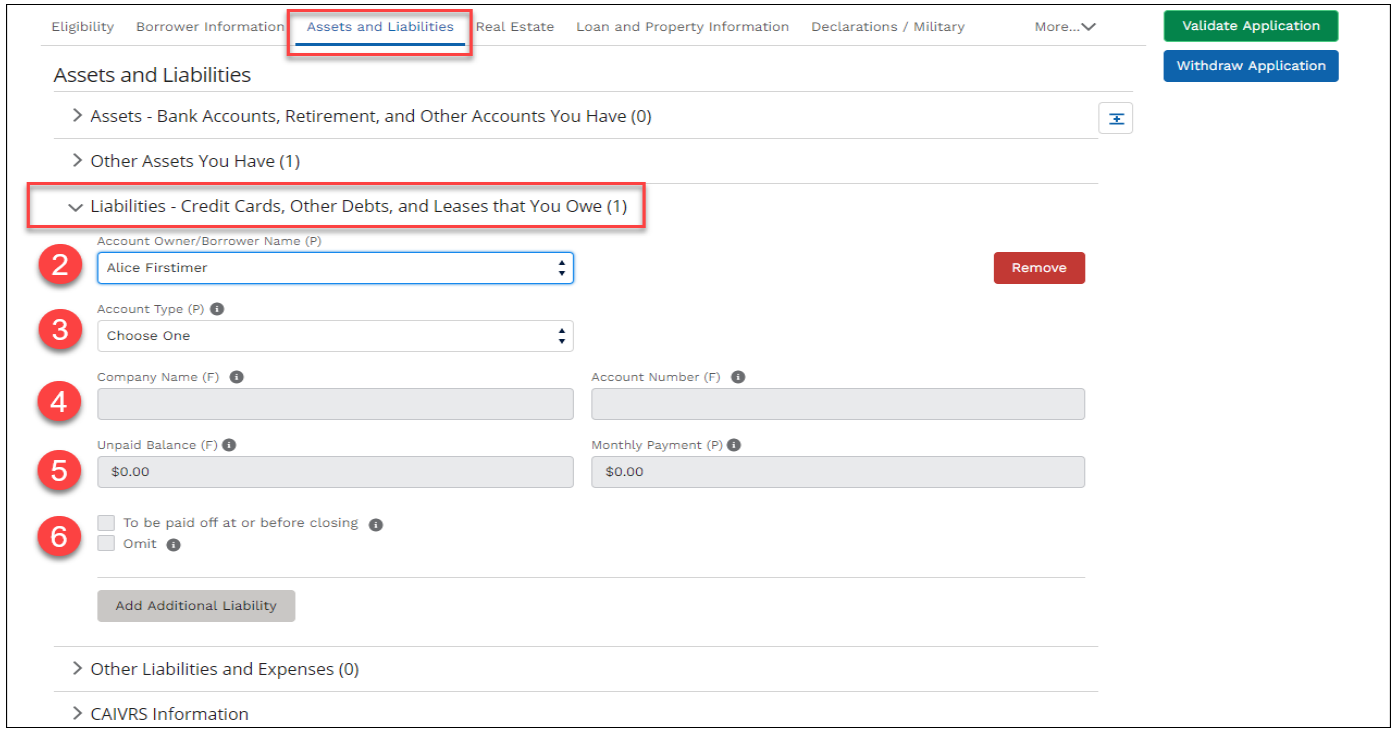
2. Select **Add Other Asset**.
3. Select the **Account Owner/Borrower Name** from the drop-down list.
4. Select the **Asset Type** from the drop-down list.
5. Enter the **Cash or Market Value**.
6. System will calculate the **Total Cash or Market Value for All Borrowers**.

GUS Assets and Liabilities: Liabilities – Credit Cards, Other Debts and Leases You Owe



Steps:

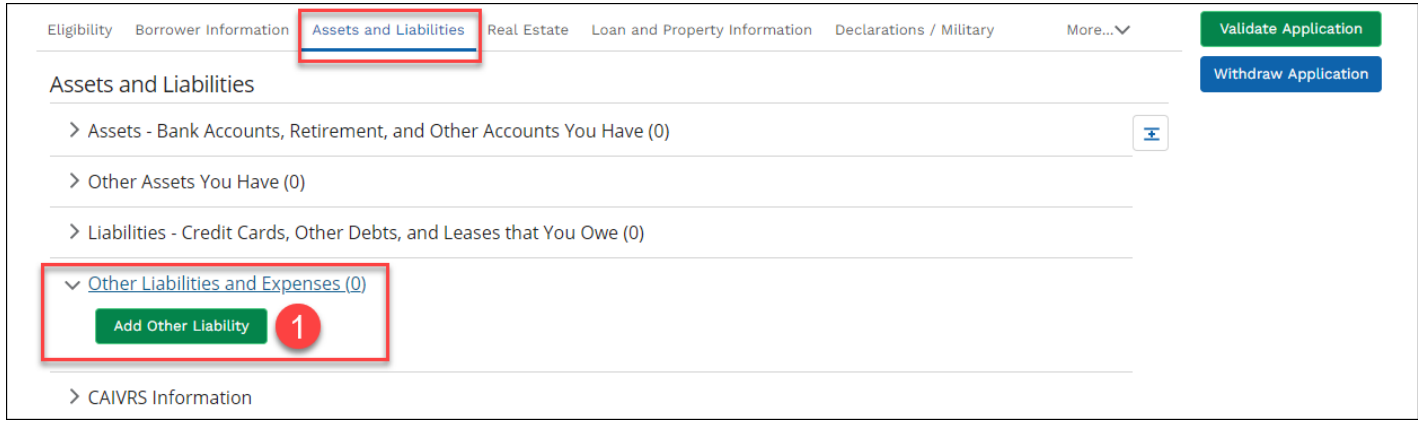
1. Select **Add Liability**.



Steps:

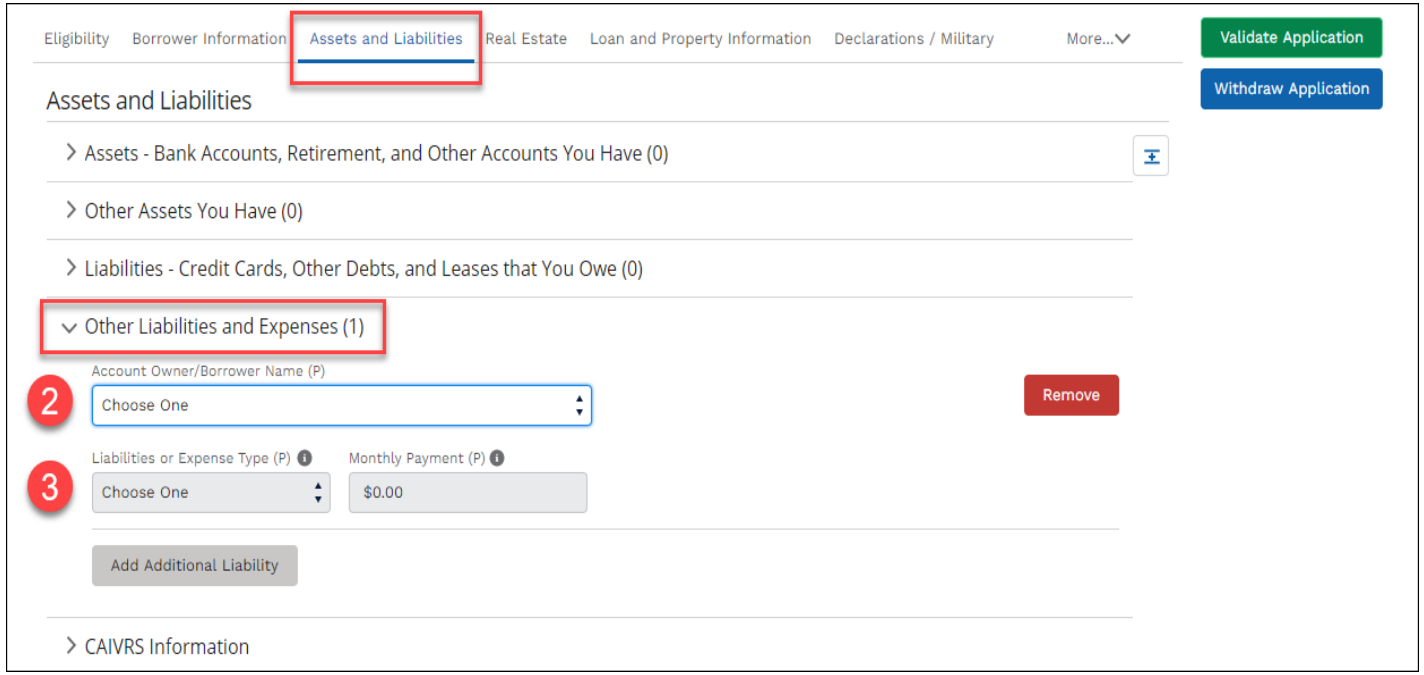
2. Select **Account Owner**.
3. Select the **Account Type.**
   Note: If **Other**, specify.
4. Enter **Company Name** and **Account Number**.
5. Enter **Unpaid Balance**.
6. Choose applicable **Pay-Off Option**.
   Note: If **Omit,** please specify.

GUS Assets and Liabilities: Other Liabilities and Expenses



Steps:

1. Select **Add Other Liability**.

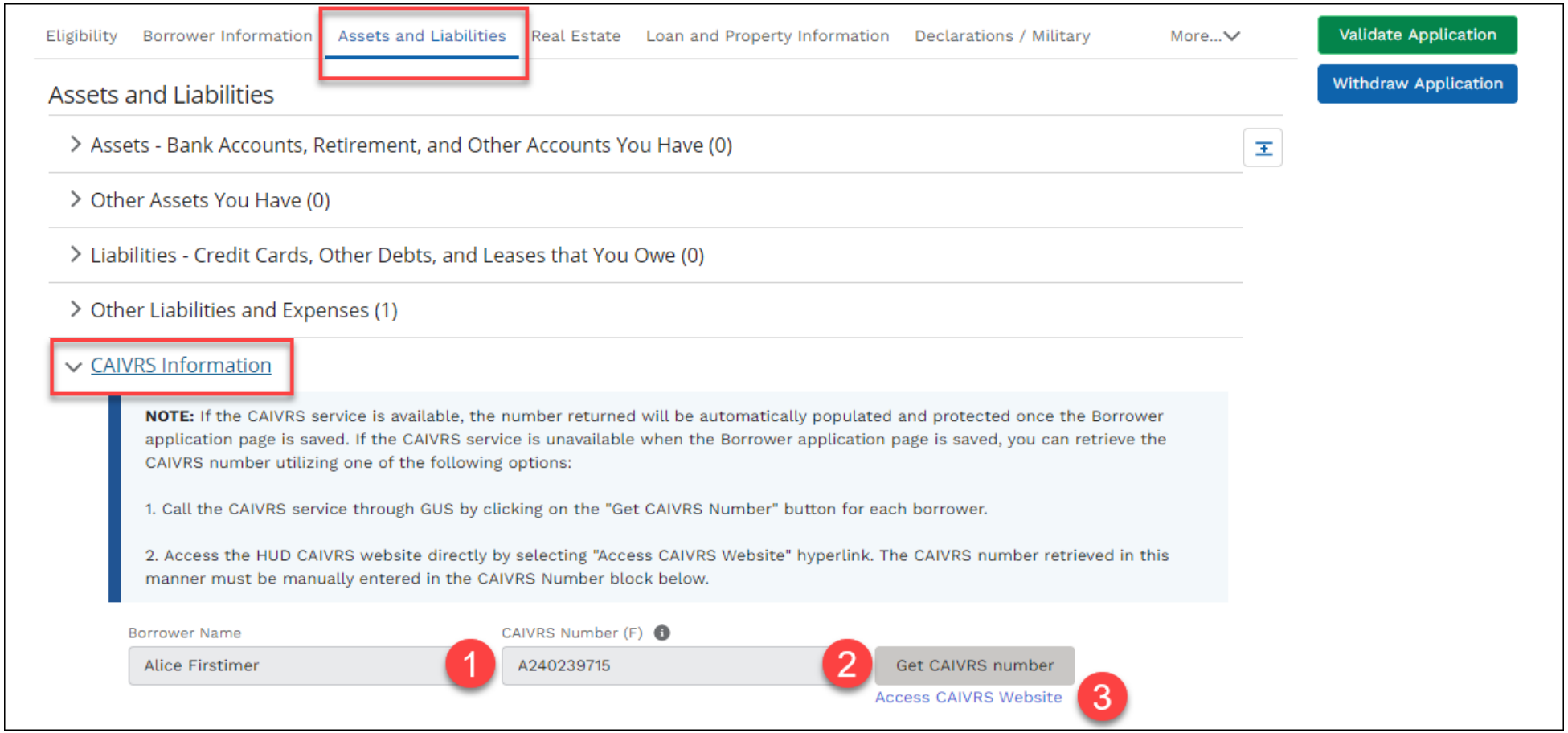


Steps:

2. Select the **Account Owner/Borrower Name**.
3. Choose **Liabilities or Expense Type** and complete the **Monthly Payment** field.

Note:
If **Liabilities or Expense Type** is **Other,** an additional field will display. Please provide a description.

GUS Assets and Liabilities: CAIVRS Information



Steps:

1. Confirm the **CAIVRS Number** is correct.

If **CAIVRS Number** is blank:

2. Select **Get CAIVRS Number** to auto-populate the field **or**
3. Select the **Access CAIVRS Website** link to correct or locate the CAIVRS number

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