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**1502 Dashboard Login**

**Instructions**

The 1502 Dashboard is accessed through Colson Services Corp.’s website at [https://www.colsonservices.com/Dsh1502](https://www.colsonservices.com/Dsh1502)

To access the site you must have an individual user ID and Password to login.

You may obtain a user ID and Password by following the New to Colson SSO? Sign Up link using your existing 1502 Connection Lender login or by contacting Colson Client Service at info@colsonservices.com.

To log into the 1502 Dashboard, enter your **ID** and **Password** into the boxes.
You are now on the Password Management Account Page. Upon the initial sign in you are required to create or change your password and establish your security questions to enable future use of the Forgot Password function on the login page.

To continue, enter your Current Password and then enter and confirm your New Password. Select and answer a series of questions /password hints prior to hitting Submit.

NOTE: The Password Rules
1. Must be at least 8 characters in length.
2. Must not derive from any part of your login id or name both forwards and in reverse.
3. Must not reuse the current and the last 13 passwords you have used.
4. Must contain at least one letter in both upper and lower case and one number.
5. Must contain at least one special character (!@#$%^&*_+=)
Once you are logged into the 1502 Dashboard, you will be directed to the Home Page.

The center box of the Home Page contains a bulletin board that may periodically be updated to convey important 7(a) program messages and helpful hints.

Welcome to Colson Services' 1502 DashBoard. Whether you are viewing your portfolio or making updates we are confident that the Dashboard is equipped with the necessary tools and information to meet your needs.

Our support staff is available 8AM to 6PM EST Monday through Friday. If you have any additional questions or concerns, please feel free to contact us toll free at 877-245-6159 or email us at info@colsonservices.com.
Lender 1502 Reporting Summary
Located on the 1502 Dashboard menu, the **Lender 1502 Reporting Summary** defaults to the [Current] reporting period. You may immediately select **Go** to continue or first choose a [Historical] period from the drop down list, which is sorted in descending order by month and year.

The first date (MM/YYYY) represents the calendar month for 1502 submission and processing while the date in parentheses (MONTH-END MM/YYYY) represents the borrower activity period being reported on.
Lender 1502 Reporting Summary provides a snapshot of Lender reporting performance for the listed month and year.

You have the option to export this report into an Excel document by clicking on the **Excel button** on the upper right hand corner.

The Lender 1502 Reporting Summary has **14 Fields** on the header bar. Each field provides specific information related to the Lender 1502 Reporting Summary.

**Fields List**
1. SBA Field Office
2. Colson Lender ID
3. Lender Name
4. Active Loan
5. Unreported Loans
6. Unreported Loans %
7. Reported Loans
8. Reported Loans %
9. Messages (Initial)
10. Reported with Errors (Initial)
11. Reported with Errors (Initial) %
12. Messages (Current)
13. Reported with Errors (Open)
14. Reported with Errors (Open) %
**Field # 1: SBA Field Office**

**Instructions**

Field #1 on the Lender 1502 Reporting Summary contains information on the SBA Field Office. The SBA Field Office is the local SBA office designated by the zip code that Colson has on file for Lender’s 1502 reporting location.

When you select the SBA Field Office 4-digit code an information box will appear. The information box lists the office name for the Designated Office at the top. The information box also breaks down the Lender’s portfolio by number and percentage of loans originated out of a specific SBA office.

**Note:** See [Glossary of Terms](#) for the field definitions.
Field # 2: Colson Lender ID

Field # 3: Lender Name

Instructions

Field #2 The Colson Lender ID is an identification number assigned by Colson to a specific Lender.

Lenders with multiple Colson assigned Lender IDs will see multiple rows on the Lender 1502 Reporting Summary.

Field #3 The Lender Name field contains the name of the financial institution associated with the assigned Colson Lender ID.

Note: See Glossary of Terms for the field definitions.
**Field # 4: Active Loans**

**Fig. 1**

**Field #4** A count of all Active Loans associated with the Colson Lender ID at the beginning of the listed Lender 1502 Reporting Summary period.

To view the list of Active Loans you must click on the number of loans.

**Fig. 2**

The Active Loans page provides specific detail information about the Active Loans associated with the Colson Lender ID.

**Note:** See [Glossary of Terms](#) for the field definitions.
If you click on the Bar Graph Icon located within the Active Loans field on the Lender 1502 Reporting Summary a pop up box will appear titled Historical Trend.

The first graph of the Historical Trend analysis tracks Unreported and Reported loans over a specific period of time. The reporting figures are overlaid with a count of loans with Open Errors.

The second graph of the Historical Trend analysis tracks Initial Errors and Open Errors experienced over a period of time. Any divergence between the two tracks represents the Lender’s responsiveness and success at correcting encountered errors.

Note: See Glossary of Terms for the graph definitions.
Field # 5: Unreported Loans
Field # 6: Unreported Loans %

Fig. 3

Field # 5  Lists the number of Unreported Loans for the listed period.

To view the list of unreported loans you must click on the number of loans (see Fig. 4)

Field #6  Unreported Loans % is the percentage of Active Loans not reported during the listed period.

Fig. 4

This drill-down page lists the loan specific details for the loans not reported on during the listed period.

Note: See Glossary of Terms for the field definitions.
Field # 7: Reported Loans

Field # 8: Reported Loans %

Field #7 Lists the number of Reported Loans for the listed period. To view the list of Reported Loans you must click on the number of loans (see Fig. 6).

Field #8 Reported Loans % is the percentage of Active Loans reported during the listed period.

Fig. 6
Field #7 This drill-down page lists the loan specific details for the loans reported on during the listed period.

Note: See Glossary of Terms for the field definitions.
Field # 9: Messages (Initial)

Instructions

Fig. 7
Field #9 Lists the Messages (Initial) loan count for the listed period. This count represents the number of loans whose reporting generated “Messages” upon initial SBA Form 1502 processing. Messages (Initial) should be reviewed for content and potential action by Lender.

Fig. 8
Field #9 To view the list of Messages (Initial) you must click on the number of loans. Multiple exception messages may be listed per loan.

Note: See Glossary of Terms for the field definitions.
**Field # 10 Reported with Errors (Initial)**

Field # 10 Reported with Errors (Initial) is a count of loans whose reporting generated correctable errors upon the initial SBA Form 1502 processing during the listed period. Reported with Errors (Initial) informs the Lender that an exception has been encountered that will require additional review and action by the Lender.

**Field #11** Reported with Errors (Initial) % represents the percentage of Reported Loans whose reporting generated correctable errors upon initial SBA Form 1502 processing.

**Fig. 9**

Field #10 To view the list of Reported with Errors (Initial) you must click on the number of loans. Multiple exceptions may be listed per loan.

**Note:** See Glossary of Terms for the field definitions.
**Field # 12: Messages (Current)**

**Instructions**

**Fig. 11**
Field #12 Lists the Messages (Current) loan count for the listed period. This count represents the number of loans whose reporting generated “Messages” based upon recent Lender reporting updates or daily updates from SBA’s system.

**Note:** It is not unusual for the Messages (Current) loan count to increase in comparison to Messages (Initial) based on Lender reporting and subsequent SBA System status updates (i.e. paid in full reporting). Messages (Current) should be reviewed for content and potential action by Lender.

**Fig. 12**
Field #12

**Note:** See Glossary of Terms for the field definitions.
Field # 13: Reported with Errors (Open)
Field # 14: Reported with Errors (Open) %

Instructions

Fig. 13

Field #13 Reported with Errors (Open) is a count of loans that have outstanding reporting exceptions that need to be resolved.
The divergence between this count and Reported with Errors (Initial) represents the Lender’s responsiveness and success at correcting encountered errors.

Note: Reported with Errors (Open) loan count will decrease or increase based on Lender reporting edits or SBA System updates.

Field #14 Reported with Errors (Open) % is the percentage of Reported Loans with outstanding error exceptions.

Fig. 14

Field #13 To view the list of Reported with Errors (Open) you must click on the number of loans. Multiple exceptions may be listed per loan. The ability to edit reported information is available for all reported errors.

Note: See Glossary of Terms for the field definitions.
**Edit of Messages (Current) and Reported with Errors (Open)**

**Fig. 15**
The Messages (Current) and Reported with Errors (Open) fields provide the option to edit Lender reporting to resolve correctable exceptions within the [Current] period only.

**Note:** Edit ability within Messages (Current) is limited to Exceptions # 12 and 20. All other exceptions within Messages (Current) may not be addressed through the 1502 process.

You have the option to:
- **Edit Selected:** you choose which loan(s) to correct by populating check boxes.
- **Edit Rows on a Page:** you choose to edit all loans on a page.
- **Edit All:** you choose to edit all loans that have correctable errors.

**Fig. 16**
The Edit Page details the SBA 1502 data elements for the affected loans. Edit buttons are available to continue on a loan by loan basis.
**Error Code:** The Error Code message will appear at the bottom of the screen. If you click on the red high-lighted code number it will display an asterisk(s), identifying potential data elements for editing. Once editing is complete, select **Validate** to confirm the exception has been cleared. If the exception has been cleared, select Save to update the record.

**Information Icon:** If you hover over the information icon a pop up box will appear. This box provides a loan specific view into the Active Loans details to assist with error determinations and corrections.
1502 Info Search
To view the 1502 Info Search select 1502 Info Search from the main menu bar.

You can search for information by selecting from these three options:
- SBA Loan Number
- Sequence Number
- Colson Lender ID

You have the option to create or export the search results into a PDF format or an Excel document, by clicking on the PDF or Excel Icons on the right hand corner of the screen.
To Search by **SBA Loan Number** input the 10 digit loan number and click “Go”.

The 1502 Dashboard will assist with your input by displaying loan number combinations within a portfolio based on digits progressively entered.

1502 Info Search will display the complete reporting history for the entered loan in descending date order.

The SBA Loan Number Search page provides the option to **Edit** data for reporting related to the [Current] period only. SBA Loan Numbers that have current/open messages or errors will be highlighted in **red** for easy identification purposes.

**Image**

![1502 Info Search by SBA Loan Number](image)

The scroll bar at the bottom of the page allows you to move from left to right on the page.
All 1502 reports processed by Colson are assigned a unique Sequence Number.

To Search by **Sequence Number** enter the number in MM/DD/YYYY-X-#### format and click “Go”.

1502 Info Search All SBA will display all loans reported on that specific 1502/Sequence Number. SBA Loan Numbers will be listed in ascending order.

The Sequence Number Search page provides the option to **Edit** data if the sequence is related to reporting for the [Current] period only. SBA Loan Numbers that have current/open messages or errors will be highlighted in **red** for easy identification purposes.
To search by the **Colson Lender ID** Lenders must select the Colson Lender ID button and then click on “GO”.  

**Note:** Lenders or Lender Service Providers with access to multiple Colson Lender IDs will be prompted to select the ID for which they would like to search from a drop down menu prior to clicking on “GO”.  

1502 Info Search will display 1502 reporting history at a Lender level:  

- **Sequence Numbers:** History of all 1502 sequences ever submitted. Selecting the Sequence Number will provide access to the 1502 Info Search by Sequence view.  
  
  **Note:** J-Sequences represent SBA on-going fee reconciliations performed through Colson Client Service.  

- **Dollar Amounts:** Funds remitted by the Lender.  

- **Dates Proven:** The date the 1502 was successfully processed (i.e. form allocation and funds match)  

- **Submission Method:** This shows how the report was submitted by Lender.  

**Note:** SBA Personnel must enter the corresponding Colson Lender ID instead of selecting from a drop down menu.
The Search pages for SBA Loan Number and Sequence Number provide the option to Edit data related to the [Current] period.

Fig. 17
To modify the 1502 loan record, click on the Edit buttons located on the left and right of the page.

Fig. 18
To view error code descriptions prior to selecting the Edit button, hover over the code number(s).
**Editing Data (with Exception Codes)**

**Instructions**

**Error Code:** The Error Code message will appear at the bottom of the screen. If you click on the red high-lighted code number it will display an asterisk(s), identifying potential data elements for editing. Once editing is complete, **select Validate** to confirm the exception has been cleared. If the exception has been cleared, select Save to update the record.

**Information Icon:** If you hover over the information icon a pop up box will appear. This box provides a loan specific view into the Active Loans details to assist with error determinations and corrections.
After editing the record, users will be directed back to the 1502 Info Search results screen. The edits or corrections will be permanently highlighted in yellow on the page.

If you hover over the amended item a Audit Trail box will appear, showing the name of the person(s) that made the changes, the time, the date, and current and previous values.
SBA Servicing Fee Discrepancy
To view the SBA Servicing Fee Discrepancy page select SBA Servicing Fee Discrepancy from the main menu bar.

The SBA Servicing Fee Discrepancy report identifies SBA on-going servicing fees submitted by the Lender that cannot be verified based on incomplete SBA Form 1502 reporting.

The SBA Servicing Fee Discrepancy will only populate if fee calculation discrepancies exist. Otherwise, Lenders will be prompted “No Records are available.”
The SBA Servicing Fee Discrepancy report fee categorizes fee discrepancies based on cause and pending status:

**Discrepancy#1** Reported GP Number not identified. Fee rate cannot be validated. Fee Status: Pending GP Number update.

**Discrepancy#2** Fee calculation is incomplete due to omitted 1502 data. Fee Status: Pending data update.

**Discrepancy#3** Reported GP number not identified and fee calculation is incomplete due to omitted 1502 data. Fee Status: Pending GP Number and data update.

**Discrepancy#4** Reported GP number not identified and calculated fee shortage/overage may be the result of omitted 1502 data. Fee Status: Pending lender update or FTA Invoice/Refund.
Details and Discrepancy Edit

Instructions

To view the details within the Fee Discrepancy report you must select the highlighted Sequence Number.

Fig. 19
Once you have selected the Sequence Number you will be directed to the "Details" page. This page will give you the option to view and edit the data for the [Current] periods’ reporting.

Fig. 20
The Edit Button will appear in the right hand corner of the screen. Lenders are required to provide revised 1502 data that will successfully address the fee discrepancy. Resolved items will be removed from the SBA Servicing Fee Discrepancy no later than the next business day.
Lender Record
Lender Record

Instructions

To view the Lender Record select Lender Record from the main menu bar.

Lender Record will display the Search Lender Record page.

The Search Lender Record Page displays the Lender ID, Lender Name, City, State, Zip number of Active Loans, number of Inactive Loans and number of Total Loans.

Note: Lenders with multiple Colson assigned Lender IDs will see multiple rows on the Search Lender Record page.
To search in the Lender Record you must click on Colson’s Lender ID Number.

This page allows you to view the current Lender Record. Lenders have the ability to modify the following:
- Address
- Contact Name
- Contact Phone
- Contact Fax
- Email

Lender Name changes may not be made online. Requests should be submitted with supporting documentation to Colson Client Service.
Active and Inactive Loans Search

To search for the Active and Inactive Loans in your portfolio you can select the corresponding loan counts. This search will direct you to a page which displays the list of loans.

**Active Loans** have an outstanding SBA Guarantee. Active loans have corresponding statuses on the Lender 1502 Reporting Summary of Undisbursed, Disbursed Regular Service and Disbursed In Liquidation.

**Inactive Loans** are loans without an outstanding guarantee. Inactive loans have corresponding statuses of Fully Cancelled, Paid in Full, Charged Off and Purchased In Liquidation.
**Glossary of Terms**

**Active Loans** – A loan with an outstanding SBA Guarantee. Active Loans are subject to mandatory monthly SBA Form 1502 reporting.

**Approval Date** – The date the loan was approved by SBA.

**Approval Gross Amount** – The 100% amount of the loan approved by SBA.

**Approved SBA Amount** – The guaranteed portion of the approved loan amount.

**Borrowers Name** – The name of the small business as listed on SBA’s System that the loan was issued to.

**Colson Lender ID** – Colson’s identification number assigned to the financial institution or entity servicing an SBA loan.

**Colson Reference Date** – The date Colson processed the reported 1502 transaction.

**Colson Reference Number** – A Colson assigned 1502 reporting transaction number.

**Colson Sequence Number** – A Colson number assigned to the 1502 Report based upon the date and method by which it was received.

**Lender Loan Number** – The Lender’s loan identification number, that is, the number the lender has assigned to the loan (optional).

**Lender Name** - Name of financial institution or entity servicing an SBA loan.

**LOC** – Stands for Line of Credit. Column identifies if loan is a Revolving Loan (Yes), Term Loan (No), or Revolving Loan that has been converted to a Term Loan (Conv).

**Maturity Date** - The final payment due date of on the borrower’s note.

**Messages (Current)** - Lender reporting exceptions that convey SBA messages requiring Lender review to determine if additional action is needed; some messages are courtesy notifications. The Current classification reflects daily updates based on Lender and SBA system changes.

**Messages (Initial)** – Lender reporting exceptions that convey SBA messages requiring Lender review to determine if any additional action is needed; some messages are courtesy notifications. The Initial classification is fixed based upon messages that were generated upon initial processing of Lender’s SBA Form 1502.
Glossary of Terms

**Origination Office Codes** – A four digit number assigned to each SBA Office.

**Origination Office Names** – Name of the Originating SBA Office for a percentage of loans in the Lender’s Colson Lender ID portfolio.

**Reported Loans** - Active Loans that have been reported on the SBA Form 1502 by the Lender.

**Reported Loans %** - The percentage of Active Loans that have been reported by the Lender on SBA Form 1502.

**Reported with Errors (Initial)** – Lender reporting exceptions that convey SBA errors requiring additional action by the Lender. The Initial classification is fixed based upon errors that were generated upon initial processing of Lender’s SBA Form 1502.

**Reported with Errors (Initial) %** - The percentage of Reported Loans that generated errors upon initial processing of Lender’s SBA Form 1502.

**Reported with Errors (Open)** - Outstanding lender reporting exceptions that convey SBA errors requiring additional action by the Lender. The Open classification reflects daily updates based on Lender and SBA system changes.

**Reported with Errors (Open) %** - The percentage of Reported Loans that still have outstanding 1502 reporting errors.

**SBA Field Office** – The local SBA office designated by the zip code maintained by Colson for the Lender’s SBA Form 1502 reporting location.

**SBA Guaranty %** - The percentage stated on SBA’s Loan Authorization (SBA Form 529B) or any attached modification.

**SBA Loan Number** – The 10-digit numerical SBA-assigned loan identification number.

**SBA Ongoing Service Fees** – SBA fee enacted by Congress as part of SBA’s appropriations. The Ongoing Servicing Fee is a mandatory Lender Fee and is based on the loan Approval Date, with a few loan program exceptions.

**Unreported Loans** – Active Loans that were not reported on SBA Form 1502 by the Lender.

**Unreported Loans %** - The percentage of Active Loans that were not reported on SBA Form 1502 by the Lender.
**Glossary of Terms**

**SBA Status Codes (Code Definitions)**

**Current** - interest paid-to-date is less than 31 days from the month ending date. For example, loan's interest is paid to 3/2/YY for the period ending 3/31/YY. Leave Status Code column blank.

**31-60 Days Past Due** - interest paid-to-date is 31-60 days from the month ending date. For example, loan's interest is paid to 2/12/YY for the month ending 3/31/YY. Leave Status Code column blank.

**Over 60 Days Past Due** - interest paid-to-date is over 60 days from the month ending date. For example, loan's interest is paid to 1/3/YY for the month ending 3/31/YY. Leave Status Code column blank.

**Status 4: Deferred** - principal or principal and interest (P&I) payments have been deferred. For example, loan's P & I payments are deferred and are to resume on 5/1/YY. Report Next Installment Due Date as 5/1/YY, Status Code 4, Interest To date and Guaranteed Portion Closing Balance as of last payment received.

**Status 5: In Liquidation** - if SBA is liquidating the loan, report loan one time as Status Code 5, with an Interest To date and Guaranteed Portion Closing Balance. If lender is liquidating loan, report loan monthly as Status Code 5 with an Interest To date and Guaranteed Portion Closing Balance until the liquidation is complete. **Note** – Initial Lender reporting of Status 5 will update loan status on SBA’s System to Disbursed In Liquidation.

**Status 6: Paid-in-Full** - The borrower has made the final payment. Report one time as Status Code 6, the Guaranteed Portion Interest and Principal of the final payment, along with an Interest To date as of the payoff date and a Guaranteed Portion Closing Balance of $0.00. **Note** - If the loan is a secondary market loan, do not report the loan as Status Code 6 on the 1502 remittance containing the secondary market payoff; the Status Code column should be left blank. Instead, report the loan as Status Code 6 at month end while restating the guaranteed loan status reporting of the Guaranteed Portion Principal, Interest To date as of the payoff date and a Guaranteed Portion Closing Balance of $0.00.
Glossary of Terms

**SBA Status Codes (Code Definitions) Continued**

**Status 7: Transferred** - loan that has been transferred to another lender. Transferring (selling) lender reports one time as Status Code 7 with an Interest To date and Guaranteed Portion Closing Balance as of the transfer date.

**Status 8: Purchased by SBA** - loan that has had its guaranteed portion purchased by SBA from the lender or secondary market. Report one time as Status Code 8 with an Interest To date and Guaranteed Portion Closing Balance as of the purchase date. **Sold loans** - if lender repurchased the guaranteed portion from the secondary market, but SBA has not purchased the guaranteed portion from lender, the lender must continue to report on the loan monthly. The reported Status Code for the loan would be blank, 4, 5, or 7 depending on the loan's situation, until the SBA purchase takes place. Should the Borrower pay off the loan prior to SBA’s purchase, the loan should be reported as a Status Code 6.

**Status 9: Fully Undisbursed** - loan that has not had any disbursements ever made to the borrower. Report Status Code 9 and indicate the Amount Undisbursed on Total Loan, until such time that the loan is disbursed. **Revolving loans** - once the first disbursement takes place, the loan must not be reported as Status Code 9 again, even in instances where the full amount of the credit line is replenished by the Borrower.
Glossary of Terms

Lender Exception Codes (Definition Ref)

#1 (1005) for Term Loans - Next Installment Due Date must be provided and must be a valid date.
#1 (1005) for Revolving Loans - SBA’s System may not reflect the correct Guaranty Service Status Code for this loan. Next Installment Due Date must be provided and must be a valid date.
#2 (1035) SBA’s System will not update subject loan. Guaranteed Portion Closing Balance must be greater than zero.
#3 Reported Guaranty Service Status Code 4 Deferred must have Next Installment Due Date that is after 1502 Month Ending date.
#4 Reported Guaranty Service Status Code 6 Paid-in-Full must have a zero balance and undisbursed funds.
#5 Reported Guaranty Service Status Code 9 Fully Undisbursed should not have a reported Guaranteed Portion Closing Balance.
#6 Amount Disbursed This Period on Total Loan must be a positive value.
#7 Amount Undisbursed must be a positive value.
#8 An interest rate must be provided and must be a valid rate.
#9 (1004) for Revolving Loans – Interest To Date must be provided and must be a valid date.
#9 (1004) for Term Loans – SBA’s System may not reflect the correct Guaranty Service Status Code for this loan. Interest To Date must be provided and must be a valid date.
#10 Intentionally Left Blank
#11 Intentionally Left Blank
#12 Reported SBA GP Number not identified on SBA’s System.
#13 (1011) This is a courtesy message that SBA’s System shows this loan as Cancelled, Paid-in-Full, Charged Off or sold in Asset Sale. Cancelled loans may be due to the expiration of SBA’s Guaranty. Discontinue reporting if the loan is no longer active. If the loan is active, contact your SBA Servicing Center.
Glossary of Terms

Lender Exception Codes (Definition Ref) Continued

**#14 (1042)** SBA’s System will not update for subject loan. Outstanding balance plus amount undisbursed exceeds the net approval for loan. Please ensure the closing balance reported is for the guaranteed portion of the loan.

**#15** Intentionally Left Blank

**#16**

**#17 (1030)** This is a warning message that Guaranteed Portion Principal was not reported and the Guaranteed Portion Closing Balance was reduced from the last balance accepted by SBA. Please provide the Guaranteed Portion Principal to reduce the closing balance or if the reported closing balance is unchanged from the prior 1502 report, access SBA E-Tran Servicing/1502 Info to review loan rejection errors (Err) triggered by prior reporting that prevented the loan balance to update.

**#18 (1031)** SBA will not update this record since SBA’s System shows this loan as Approval Fully Undisbursed. Undisbursed loans cannot be reported as purchased. If the loan has or will be purchased, contact your SBA Servicing Center.

**#19 (1038)** SBA will not update this record as paid in full since SBA’s System shows the loan as Approved Fully Undisbursed. Lender must provide proper reporting of disbursements and payment activity prior to reporting Guaranty Service Status Code 6.

**#20 (1038)** This is a courtesy message that the SBA guaranty will no longer exist on this loan, as it has been reported Paid-in-Full. If reported Paid-in-Full in error, please contact Colson immediately to remove Guaranty Service Status Code 6; otherwise contact the SBA Servicing Center at month end to possibly reinstate the loan.

**#21 (1048)** SBA will not update this record since SBA’s System shows this loan as Approval Fully Undisbursed. If the loan is Fully Undisbursed, please report a Guaranty Service Status Code 9, otherwise an Amount Disbursed this period on Total Loan must be provided.

**#22 (1033)** SBA’s System will not update subject loan. Amount Undisbursed must be equal to the net approval amount when reporting a Guaranty Service Code 9.

**#23** SBA’s System will not update for the subject loan. Guaranty Service Status Code cannot be determined. Lender must provide a valid Next Installment Due Date and Interest Paid-to Date.