



U.S. Small Business
Administration

1502 Reporting: Tips & Guidance for October

This email is intended to provide guidance and clarification on 1502 and CARES reporting for October, as well as an overview of the enhancements and validations on the 1502 template available on the Wiki and an update on the PARRiS scoring for September 2021.

1502 Gateway

- **Reporting Summary** – If you make edits or corrections to your data in the reporting summary, you must save the changes prior to selecting “Validate.” This is a change from the 1502 Dashboard.
- **1502 and 1112 Excel Templates** – We have enhanced the [1112](#) and [1502](#) templates on the [FTA Wiki](#) using Excel data validations and pre-set formatting to help you avoid 1502 Gateway error messages. For example, the templates have built-in date formatting (mm/dd/yyyy) and character limitations on certain fields to immediately flag any data that might not be accepted by the Gateway upload.

Note: On 9/29/2021 we resolved several initial issues with the enhanced 1502 template data validation preventing some users from pasting in their data, so please do not use an outdated or previous version. The version on the Wiki is the latest.

CAFS

In the last few days, SBA implemented a few stylistic changes to the Capital Access Financial System (CAFS). Although the look of the system and FTA portal has changed slightly, the navigation and functions remain the same.

PARRiS Scorecard

SBA's Office of Credit Risk Management (OCRM) will take into consideration the Agency's migration activities when assigning Lender risk ratings.

If you have questions relating to 1502, please email 1502@sba.gov. For general questions, please contact the FTA Customer Service Team at FTA@sba.gov or via the toll-free hotline at (877) 470-0722.

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