



Enhanced Portfolio Views within the 1502 Gateway's Reporting Summary

The 1502 Gateway's Reporting Summary within the Capital Access Financial System (CAFS) FTA Portal identifies all active SBA guaranteed loans by CAFS Location ID that a lender must provide a monthly report on SBA Form 1502, "Guaranty Loan Status & Lender Remittance Form," ("Form 1502"), regardless of whether the Borrower made a payment during the report period. The month-end report period begins with the first calendar day of the prior month and continues through the last calendar day of the prior month. A review of the Reporting Summary also indicates whether an institution has outstanding unreported loans or loans with errors.

Beginning with the March 2022 Reporting Summary Period, lenders have the enhanced option to view their Location ID results by PPP loans, 7(a) loans, or combined loan portfolios. Lenders must continue to use separate 1502 reports for PPP loans and 7(a) loans.

Reporting Summary

Period: 02/2022 (MONTH-END: 01/2022) View PPP Loans 7a Loans All Loans

Excel Refresh Search:

Location ID	Lender Name	Active Loans	Unreported Loans	Unreported Loans %	Reported Loans	Reported Loans %	Initial Messages	Initial Errors	Loans with Errors (Initial) %	Messages (Current)	Loans with Errors (Open)	Loans with Errors (Open) %
		46	1	2.17%	45	97.83%	1	1	2.17%	0	1	2.22%
Totals:		46	1	2.17%	45	97.83%	1	1	2.17%	0	1	2.17%

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Lenders are responsible for ensuring the data accuracy of their Form 1502 reporting. Please log in to CAFS at <https://caweb.sba.gov> to access a listing of any unreported loans and loans with open errors:

1. Navigate to the Loans drop down in the top left corner of the CAFS home page
2. Click "FTA Portal" from the dropdown
3. Expand and click the "1502 Gateway"
4. Click "Reporting Summary". The Reporting Summary table will default and load for the current period for 7a Loans, as applicable.
5. Click the hyperlinks for the Unreported Loans and/or Loans with Errors (Open) columns
6. Click loan type: PPP Loans, 7a Loans, or All Loans to change the desired portfolio view.
7. Repeat Step 5.

For loans with open errors, you will be able to update the current period's reporting using the available "Edit Selected Records" feature.

For unreported loans, please provide a separate Form 1502 for the identified population using the individual loan or multiple loans submission instructions within the [Gateway User Guide](#) on the FTA Wiki. The standard Excel format for file upload can be found [here](#).

Separately, lenders may cancel (undisbursed), or voluntary terminate (disbursed), unreported loans via E-Tran Servicing within CAFS:

1. Login to CAFS and go to E-Tran Servicing
2. Under Search input SBA loan number and submit.
3. Once inside the loan (Loan Information Page) you cancel the loan using the cancel toggle button at the top of the page. To voluntary terminate please go to the 1502 screen and select the status and save. This will cancel or terminate the loan guaranty, as applicable.

Questions on cancellations can be emailed to 7aQuestions@sba.gov.

Questions on voluntary termination can be emailed to: For the Fresno Servicing Center: fsc.servicing@sba.gov; for the Little Rock Servicing Center: lpsc.servicing@sba.gov.

Form 1502 reporting issues not remedied timely within the period encountered may be referred to the SBA Office of Credit Risk Management (OCRM) for additional follow-up.

For **Form 1502 questions**, please contact the FTA Client Service Team at 1502@sba.gov or via the toll-free hotline at (877) 470-0722, Option 1.

Partner Information Management System (PIMS) within CAFS: PIMS is the SBA's master database for capture, maintenance, and use of contact information for ALL participants of the 7(a) loan program including Lenders, Lender Service Providers (LSPs), Pool Assemblers, Brokers / Dealers, and Investors. Please update your contact information in the PIMS database. For instructions on how to access and add your information to PIMS, please reference the [PIMS Instructional Guide](#).

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