



U.S. Small Business  
Administration

# Release Notes

## 1502 Reporting in the MySBA Lender Portal

Version #1.2

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# New Features

## System sends email notification for ACH payment errors

### **THE SYSTEM NOTIFIES USER OF ACH PAYMENT ERROR AND NOTES THE REASON.**

If the user's ACH info is invalid, the system might clear user's ACH information to prevent further payments that would fail. The system will automatically delete the invalid ACH information after one or two failures (depending on the specific ACH Error Code). The lender will receive an email notification from [FTA-NoReply@lending.sba.gov](mailto:FTA-NoReply@lending.sba.gov) with instructions for correcting the issue for future reporting. For the current reporting, the lender is instructed to re-send payment by wire.

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# Improvements

## New approvals are excluded from Action Items counts

### **NEWLY APPROVED LOANS THAT FALL OUTSIDE THE CURRENT REPORTING WINDOW ARE NOW EXCLUDED FROM “UNREPORTED” AND “MISSING” GRIDS.**

In the 1502 reporting module, the user will now see only those loans with Approval Date up to the last day of the previous calendar month. Loans that were newly approved in the current month (which are not meant to be reported in the current reporting cycle) will now be excluded.

For example, if user logs in on January 3, 2025 to complete monthly reporting for December activity, the Action Items links for “View Unreported Loans” and “View Loans Missing from Queue” will only count and show loans with Approval Dates up to December 31. A loan with approval date January 1 will not show up in the reporting module—not until February 1.

## Revised error/warning messages using plain language

### **UPDATED MESSAGING TO BETTER INFORM AND GUIDE LENDERS THROUGH THE REPORTING PROCESS.**

The revised messaging is clearer and more concise.

## System improvement for uploading large files



**LARGE FILE UPLOADS SHOULD NOT FAIL. (HOWEVER, THEY MIGHT STILL TAKE SEVERAL MINUTES TO UPLOAD.)**

Especially for large files, loans might take a few minutes to show in the queue and then a few minutes more for the status to resolve from a temporary status of “Processing” to a set status of either “Ready,” “Warning,” or “Error.”

**Loans in the queue are re-validated every day**

**THE SYSTEM WILL AUTOMATICALLY UPDATE THE LOAN FIELD CALCULATIONS AND VALIDATIONS ON A DAILY BASIS.**

If an error or warning condition on an unsubmitted loan is resolved from a back-end ETRAN/FTA update, the lender will no longer need to manually edit the loan to clear the error.

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