

Completing USDA quarterly report

1. Print monthly Trial Balance from DHL for USDA program (Fund 04)
 - a. Include write-offs and transfers
2. Access LINC website at <https://usdalinc.sc.egov.usda.gov/> using only Internet Explorer.
3. Click on Relending programs and login
4. Click Update Project
 - a. Select recipient for all active loans
 - b. Select Update Project Status and fill in with new information
 - c. Write in delinquencies if they are more than 30 days past due
5. Click Update Fund Report
 - a. Select Fiscal year
 - b. Select Lending Activity if there has been
 - c. Select Fund Balance Sheet
 - i. Add Report Date
 - ii. Add Restricted Cash
 1. Restricted Cash should reflect \$99,000 – charge-offs – loans owed to intermediary
6. Under Update Fund Report, Click Print Fund Report for hard copy file