UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

For: State and County Offices

Transmission Schedule for Calendar Year 2014 Yearend Reporting

Approved by: Acting Associate Administrator for Operations and Management

Heidi A Ware

1   Overview

A Background

The following actions are required for calendar year 2014 yearend reporting:

- all calendar year 2014 reportable transactions **must** be transmitted to allow adequate time for preparing CCC-1099's

- State and County Offices shall transmit calendar year 2014 transactions according to schedule to ensure that:

  - statements are provided to vendors and producers in a timely manner and
  - deadlines are met.

  Note: CCC-1099-G and/or CCC-1099-MISC will not be mailed to producers if the total of reportable payments for each tax ID number is **less than $600**.

B Purpose

This notice provides instructions for State and County Offices to ensure that all calendar year 2014 transactions have been recorded and corrected, if applicable, for 2014 yearend reporting transmission.

Note: This notice does **not** apply to FLP.

Disposal Date	Distribution
March 1, 2015	State Offices; State Offices relay to County Offices

1   Overview (Continued)

C   Contact

State Offices with questions about this notice shall contact Jackie Pickens, FMD, Program Delivery Support Office, by either of the following:

- e-mail to **jackie.pickens@wdc.usda.gov**
- telephone at 202-772-6027.

2   Action

A   County Office Processing

County Offices shall ensure that the following are completed.

- Calendar year 2014 payment transactions processed by **NPS** are certified and signed by 3 p.m. c.t., **December 29, 2014**.

  Note: No additional NPS payment transactions shall be certified and signed before the first workday of calendar year 2015.

- Calendar year 2014 receivable and collection transactions processed by **NRRS** are recorded by COB **December 31, 2014**.

- Deposits processed in NRRS must be prepared and verified by COB **December 31, 2014**.

- Automated clearinghouse direct deposit exceptions for payments issued during calendar year 2014 are resolved by contacting Kansas City FSC customer service line for assistance at 1-866-856-1448.

- System 36:

  - accounting-related data files are queued for transmission on **December 31, 2014,** using the "Queue All Daily Transmissions" option

  - end-of-day process is run to invoke the nighttime transmission of queued files on **December 31, 2014**.

2   Action (Continued)

B   County Office Transmitting System 36 Files

County Offices shall transmit System 36 files on **December 31, 2014**, according to the following table.

Step	Action
1	On Application Selection Menu FAX07001: • ENTER "**7**", "Queue Files for Transmission" • PRESS "**Enter**".
2	On Menu FMA901, ENTER "**1**", "Queue All Daily Transmission Files", and PRESS "**Enter**" to queue accounting related files.
3	On the next workday, check the exception list to verify that all files were transmitted successfully. <table><tr><td>**IF the transmission was…**</td><td>**THEN…**</td></tr><tr><td>successful</td><td>**no** further action is necessary.</td></tr><tr><td>**not** successful</td><td>go to step 4.</td></tr></table>
4	If the transmission is **not** successful, on Menu FCA923, PRESS "**8**", "Transmit Daytime Files", and PRESS "Enter" to retransmit files. If daytime transmission fails, Service Centers may contact the OCIO, ITS-TSD Service Desk at 1-800-255-2434 through user's State ITSD specialist. On the Voice Mail Option Menu, press either of the following, as applicable: • "**1**" for web technical support • "**3**" for hardware or FSA application software. **Note:** County Offices that fail to transmit will be notified by an exception list during the week of **December 31, 2014**.

3   Action

C   State Offices Transmitting System 36 Files

State Offices shall queue and transmit files on **December 31, 2014,** according to the following table.

Step	Action
1	On Application Selection Menu FAF07001: • ENTER "**7**", "Queue Files for Transmission" • PRESS "**Enter**".
2	On Communications/Transmission Menu FMF900: • ENTER "**1**", "To KCMO" • PRESS "**Enter**".
3	On Queue Files for Transmission to KCMO Menu FMF901: • ENTER "**1**", "Queue All Daily Transmission Files" • PRESS "**Enter**".
4	On **December 31, 2014**, run the end-of-day process to transmit queued files by telecommunications. **Note:** Do **not** select the diskette option.
5	Check the exception list to verify that all files were transmitted successfully.

IF the transmission was…	**THEN…**
successful	**no** further action is necessary.
not successful	go to step 6.

Step	Action
6	If the transmission is **not** successful, on Menu FCA923, PRESS "**8**", "Transmit Daytime Files" and PRESS "Enter" to re-transmit files. If daytime transmission fails, contact the OCIO, ITS-TSD Service Desk for assistance at 800-255-2434. On the FSA Voice Mail Option Menu, PRESS either of the following, as applicable: • "**1**" for web technical support • "**3**" for hardware or FSA application software.