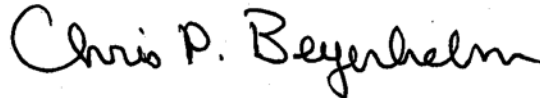


For: State and County Offices

**Transmission Schedule for Calendar Year 2015 Year-end Reporting**

Approved by: Associate Administrator for Operations and Management



**1 Overview**

**A Background**

The following actions are required for calendar year 2015 year-end reporting:

- all calendar year 2015 reportable transactions **must** be transmitted to allow adequate time for preparing CCC-1099's
- County Offices shall transmit calendar year 2015 transactions:
  - on schedule to meet the deadline for providing statements to vendors and producers
  - according to schedule to ensure that:
    - statements are provided to vendors and producers in a timely manner
    - 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 County Offices to ensure that all calendar year 2015 transactions for 2015 year-end reporting transmission, have been recorded and corrected, if applicable.

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

Disposal Date	Distribution
March 1, 2016	State Offices; State Offices relay to County Offices

## Notice FI-3262

### 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](mailto:jackie.pickens@wdc.usda.gov)
- telephone at 615-277-2613.

### 2 Action

#### A County Office Processing

County Offices shall ensure that the following are completed.

- Calendar year 2015 payment transactions processed by **NPS** are certified and signed by 3 p.m. C.T. **December 29, 2015**.

**Notes:** No additional NPS payment transactions shall be certified and signed before the first workday of calendar year 2016, January 4, 2016.

**No action from the County Offices is needed for closed AS400 offices.**  
CCC-1099-A's to producers in closed AS 400 sites will be printed and mailed from Kansas City.

- Calendar year 2015 receivable and collection transactions processed by **NRRS** are recorded by COB **December 29, 2015**.
- Deposits processed in NRRS must be prepared and verified by COB **December 29, 2015**.
- Automated clearinghouse direct deposit exceptions for payments issued during calendar year 2015 are resolved by contacting the Kansas City FSC customer service line at 1-866-856-1448 for assistance.
- System 36:
  - accounting-related data files are queued for transmission on **December 31, 2015**, using the "Queue All Daily Transmissions" option
  - end-of-day process is run to invoke the nighttime transmission of queued files on **December 31, 2015**.

**Notice FI-3262**

**2 Action (Continued)**

**B County Offices Transmitting System 36 Files**

County Offices shall transmit System 36 files on **December 31, 2015**, according to the following table.

<b>Step</b>	<b>Action</b>	
1	On the Application Selection Menu FAX07001: <ul style="list-style-type: none"> <li>• ENTER “7”, “Queue Files for Transmission”</li> <li>• PRESS “Enter”.</li> </ul>	
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.	
	<b>IF the transmission was...</b>	<b>THEN...</b>
	successful	<b>no</b> further action is necessary.
	<b>not</b> successful	go to step 4.
4	If the transmission is <b>not</b> 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, International Technology Services (ITS) 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: <ul style="list-style-type: none"> <li>• “1” for web technical support</li> <li>• “3” for hardware or FSA application software.</li> </ul> <p><b>Note:</b> County Offices that fail to transmit will be notified by an exception list on <b>December 30, 2015, or December 31, 2015.</b></p>	

**Note:** No action from the County Offices is needed for closed AS400 offices. CCC-1099-A’s to producers in closed AS 400 sites will be printed and mailed from Kansas City.