

For: State and County Offices

**Name and Address Accounting Flag Reset Process in
County Release No. 434 and State Release No. 358**

Approved by: Deputy Administrator, Management



1 Overview

**A
Background**

When a record is established in the accounting files, 5 of the 7 accounting flags are automatically set to “Y” by the system, as applicable to the situation. Records are established by either of the following:

- an automated program application interface to accounting
- user entry in the accounting applications.

However, with the exception of the direct deposit flag, the user sets the applicable flag to “N” when the situation no longer requires that the flag be set to “Y”.

County Release No. 434 contains software that, upon installation, will automatically perform the “Producer and Other Name and Address” flag reset process for the following 5 flags:

- assigned payment
- joint payee
- receivables
- claims
- direct deposit.

State Release No. 358 contains software that, upon installation, will automatically perform the “Other Name and Address” flag reset process for the same 5 flags.

The edit process will **not** affect the following flags:

- bankruptcy
- other agency claims.

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Disposal Date

September 1, 2000

Distribution

State Offices; State Offices relay to County
Offices

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1 Overview (Continued)

B

Purpose

This notice provides information about the accounting flag setting process.

C

Notice Distribution

Distribute this notice to employees who work with accounting processes or name and address files.

D

Contact

If there are questions about this notice, contact Debbie Barker, FMD, at 703-305-1309.

2 State and County Office Action

A

Description of Process

During software installation, the flag reset process will:

- set all assigned payment, joint payee, receivables, claims, or direct deposit records to “N” in the name and address file
- search the following accounting files to determine active records and set the corresponding flag to “Y” in the name and address file:
 - assigned payment
 - joint payee
 - receivables
 - claims
 - direct deposit.

Exception: Flags will be set to “N” for producers with inactive records in the name and address file because the producer is no longer an operator or owner on 1 or more farms. If an active claim remains, the flag will **not** be reset to “Y”.

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2 State and County Office Action (Continued)

B

Setting Flags Manually for Special Situations

State and County Offices shall manually reset flags in the name and address file to “Y” for the following:

- multi-county producers/vendors identified as having an outstanding receivable or claim in another office

Note: The originating County Office should notify other affected offices whenever a receivable or claim is no longer outstanding for a multi-county producer/vendor to permit the other offices to manually reset the applicable flag to “N” for that producer/vendor.

- producers who have a balance due for automated price support receivables
- producers who have claims transferred to KCFO that have been purged from the county claim file
- producers/vendors with inactive name and address records.

Note: See 1-CM:

- Part 10 to change flag settings in name and address records
 - Part 12 for reactivating records to change flag settings.
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