

For: State and County Offices and KCFO

Closing Third Quarter FY 2003 Transactions

Approved by: Deputy Administrator, Management



1 Overview

A Background

In FY 2003, the Office of Management and Budget began requiring that all agencies submit quarterly financial statements. The third quarter of FY 2003 ends Monday, June 30, 2003. All current FY quarter business transactions must be recorded and received by KCFO as soon as possible after COB June 30, 2003, to allow for the quarterly closing of FSA and CCC accounts and preparation of quarterly financial statements.

B Purpose

This notice provides instructions to State and County Offices to ensure that all third quarter FY 2003 transactions are:

- properly recorded in a timely manner
- transmitted to KCFO.

C Contact

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

Disposal Date	Distribution
September 1, 2003	KCFO and State Offices; State Offices relay to County Offices

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2 County Office Action

A Action Items

County Offices shall ensure that the following action items are completed:

- all third quarter FY 2003 transactions are properly entered into the system according to the applicable handbook

Note: This includes payments, collections, receivables, and claims transactions.

- CCC-184's that are to be dated before July 1, 2003, are printed
- the direct deposit file is queued and transmitted by June 30, 2003
- collections received for deposit are recorded before June 30, 2003
- accounting-related data files are queued and transmitted to KCFO no later than June 30, 2003.

B Recording Transactions

Ensure that all transactions are recorded into the system. The following table contains the transactions that must be recorded so that accurate financial statements can be prepared.

Transaction	How to Record
Payments that were prepared manually on a typewriter	Record payables through the program application, if automated, according to the applicable program handbook, or through the Accounting Application, Check Writing Function, if nonautomated according to 1-FI.
Payments that need to be canceled	Cancel payables through either the program application, if automated, or the Accounting Application, Check Writing Function, if nonautomated.
Collections that were prepared on manual CCC-257	Record collections through the applicable application, as follows: <ul style="list-style-type: none">• Common Receivable System (CRS), if the collection is for an established receivable, according to 67-FI• Automated Claims System (ACS), if the collection is for a claim, according to 64-FI• the Accounting Application, Cash Receipts Function, or the applicable program application, when the collection does not involve a receivable or claim, according to 3-FI.

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2 County Office Action (Continued)

B Recording Transactions (Continued)

Transaction	How to Record
Payments or cash collections that need to be corrected	Correct erroneous transactions according to program regulations using options to record underpayments/overpayments or by canceling and re-entering corrected information.
Program overpayments	Record overpayments that are currently due CCC or FSA through the program application or by establishing receivables through CRS.

Note: The following areas have handbooks or notices that contain specific user instructions for originating or canceling payments and collections:

- Automated Price Support System (APSS)
- County Office administrative expense
- Conservation Reserve Program (CRP)
- Direct and Counter-Cyclical Payments (DCP)
- disaster applications
- Conservation Reporting and Evaluation System (CRES)
- Environmental Quality Incentives Program (EQIP).

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2 County Office Action (Continued)

C Queue and Transmit Files on June 30

Queue and transmit files to Kansas City on **June 30, 2003**, according to the following table.

Step	Action
1	<p>On Application Selection Menu FAX07001:</p> <ul style="list-style-type: none"> • ENTER “7”, “Queue Files for Transmission” • PRESS “Enter”.
2	<p>On Queue Files for Transmission Menu FMA901:</p> <ul style="list-style-type: none"> • ENTER “1”, “Queue All Daily Transmission Files” • PRESS “Enter” • the message, “Do you wish to queue for all counties?”, will be displayed • ENTER “Y” • PRESS “Enter”. <p>Note: If during the queuing process:</p> <ul style="list-style-type: none"> • the system message, “SYS MSG-3725”, which indicates a price support or a price support/accounting out-of-balance condition, is displayed and an Out-of-Balance Report is printed, see 14-PS for corrective action • Accounting Transmission Screen AEK00060, which indicates that CCC-257’s have not been prepared and/or are out-of-balance, is displayed, PRESS “Enter”. See 3-FI for corrective actions. The error conditions must be corrected before transmitting data. Rerun the queue process after corrections have been made. <p>Reminder: The “Queue All Daily Transmission Files” option does not queue the direct deposit file.</p>
3	Transmit files to Kansas City during the end-of-day (EOD) process.
4	Check the exception list on July 1, 2003, to verify that all files were transmitted successfully. If the transmission is not successful, continue to step 5.
5	Retransmit the files to Kansas City. If the retransmission fails, contact the FSA National Help Desk at 1-816-926-1552 or 1-800-255-2434.

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3 State Office Action

A Queue and Transmit Files on June 30, 2003

Queue and transmit files to Kansas City on June 30, 2003, according to the following table.

Step	Action
1	On Application Selection Menu FAF07001: <ul style="list-style-type: none">• ENTER “7”, “Queue Files for Transmission”• PRESS “Enter”.
2	On Communications/Transmission Menu FMF900: <ul style="list-style-type: none">• ENTER “1”, “To Kansas City”• PRESS “Enter”.
3	On Queue Files for Transmission to Kansas City Menu FMF901: <ul style="list-style-type: none">• ENTER “1”, “Queue All Daily Transmission Files”• PRESS “Enter”. <p>Reminder: The “Queue All Daily Transmission Files” option does not queue the direct deposit file.</p>
4	Transmit files to Kansas City during the EOD process.
5	Check the exception list on July 1, 2003, to verify that all files were transmitted successfully. If the transmission is not successful, continue to step 6.
6	Retransmit the files to Kansas City. If the retransmission fails, contact the FSA National Help Desk at 1-816-926-1552 or 1-800-255-2434.

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4 Kansas City Action

A Monitor Transmissions

Kansas City shall monitor file transmissions to ensure that the following are completed:

- County Office data transmissions are received and help is provided to those County Offices experiencing difficulties in transmitting data
- State Office data transmissions are received and help is provided to those State Offices experiencing difficulties in transmitting data
- diskettes/tapes are received from those State and County Offices not able to transmit on June 30, 2003.

B Missing Office Transmissions

Telecommunications Division - Kansas City shall provide a list of missing State and County Office transmissions to the Financial Operations Division, Cash Management Branch, by 3 p.m., c.t., July 1, 2003.

5 State and County Office Reporting for Third Quarter FY 2003 Close

A Dairy Indemnity Payment Program (DIPP) Claims Report

By June 30, 2003, County Offices shall notify State Offices, by FAX, of the amount of FY 2003 DIPP claims paid through June 30, 2003.

State Offices shall FAX a copy of the report to PSD at 202-690-3307 by COB, July 1, 2003.

Note: This applies only to State Offices that have been provided funds for DIPP.

B County Progress Reports

County Offices shall verify on July 1, 2003, that the system automatically:

- during start-of-the-day (SOD), prints and queues the June 30, 2003:
 - ACP-305 Monthly Progress Report
 - Conservation 305 Monthly Progress Report
- during EOD, transmits the data to the State Office.

Note: Software Release No. 492 was installed in County Offices to provide ACP-305/Conservation-305 Monthly Progress Reports the ability to be automatically printed and queued during the first SOD each month.

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5 State and County Office Reporting for Third Quarter FY 2003 Close (Continued)

C State Office Summary Report for Conservation

State Offices shall:

- have full responsibility for ensuring that:
 - all County Office ledgers are balanced by COB June 30, 2003
 - payments issued, minus refunds, agree with earnings at FY-end
- ensure that all County Offices have transmitted:
 - ACP-305 Monthly Progress Report
 - Conservation 305 Monthly Progress Report
- print the following State Office reports after all County Office reports are received:
 - ACP-305 Monthly Progress Report according to 1-CONSV, Part 10, Section 2
 - Conservation 305 Monthly Progress Report according to 2-CONSV, Part 15
- ensure that the following ACP-305 Monthly Progress Reports and Conservation 305 Monthly Progress Reports are printed for each applicable conservation program in the State:
 - ACP (CEP-16R)
 - ECP (CEP-18R)
 - ECPCGF (CEP-67R) (New Mexico Only)
 - ECPHS (CEP-52R)
 - ECPHSF (CEP-55R)
 - ECPMWF (CEP-56R)
 - ECPMWF2 (CEP-57R)
 - ECPMP (CEP-63R)
 - EQIP (CEP-61R)
 - Interim EQIP (CEP-60R)
 - RCWP (CEP-25R)
 - PRP (CEP-65R)
 - SIP (CEP-46R)
 - 1997 TAP (CEP-62R)
- print, queue, and transmit the ACP-305 Monthly Progress/Transmission Report and Conservation 305 Monthly Progress/Transmission Report to Kansas City no later than July 3, 2003
- monitor the accuracy of all progress reports using the State-produced reports.