

For: State and County Offices; KC-ITSD

**Transmission Schedule for Yearend Reporting**

Approved by: Deputy Administrator, Management



**1 Overview**

**A Background**

Calendar year 2003 ends on December 31, 2003.

- All calendar year 2003 reportable transactions must be transmitted to KC-ITSD to allow adequate time for preparing CCC-1099's.
- CCC-1099-G and CCC-1099-MISC processing begins at the County Office with the transmission of 2003 earning data files to KC-ITSD.

**Note:** State and County Offices shall **not** manually prepare IRS-1099-MISC.

- State and County Offices shall transmit the calendar year 2003 transactions on schedule to enable KC-ITSD to meet the deadline for providing statements to vendors and producers.

**B Purpose**

This notice provides instructions to ensure that all calendar year 2003 transactions have been recorded, and corrected, if applicable, for transmission to KC-ITSD.

**C Contact**

If there are questions about this notice:

- County Offices shall contact the State Office
- State Offices shall contact Rodney Davis, FMD at 703-305-1310.

<p><b>Disposal Date</b></p> <p>April 1, 2004</p>	<p><b>Distribution</b></p> <p>State Offices and KC-ITSD; State Offices relay to County Offices</p>
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## Notice FI-2617

### 2 County Office Action

#### A Completing Processes

County Offices shall ensure that the following are completed:

- all calendar year 2003 transactions are properly recorded in the System 36, according to the applicable handbook

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

- resolve all open CCC unmatched paid check and ACH direct deposit exceptions for payments issued during calendar year 2003
- CCC-184's dated before December 31, 2003, are printed
- all electronic funds transfer payments that are to be dated before December 31, 2003, are transmitted
- collections received for deposit are recorded before December 30, 2003
- accounting-related data files and the administrative expense data files are queued for transmission on December 31, 2003, using the "Queue All Daily Transmissions" option
- run the end-of-day process to invoke the nighttime transmission of queued files on December 31, 2003.

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**2 County Office Action (Continued)**

**B Transmitting Files**

County Offices shall transmit files to KC-ITSD on December 31, 2003, according to the following table.

<b>Step</b>	<b>Action</b>
1	<p>On Application Selection Menu FAX07001:</p> <ul style="list-style-type: none"> <li>• ENTER "7", "Queue Files for Transmission"</li> <li>• PRESS "Enter".</li> </ul>
2	<p>On Menu FMA901, ENTER "1", "Queue All Daily Transmission Files", and PRESS "Enter" to queue accounting-related files. If during the queuing process:</p> <ul style="list-style-type: none"> <li>• the system message "SYS MSG-3725" is displayed, a price support or a price support/accounting out-of-balance condition has occurred</li> </ul> <p><b>Note:</b> Correct according to 12-PS.</p> <ul style="list-style-type: none"> <li>• Accounting Control Screen AEK00060 is displayed, CCC-257 has not been prepared or is out-of-balance. Correct according to 3-FI.</li> </ul> <p><b>Note:</b> The error conditions must be corrected before transmitting data. Rerun the queue process after corrections have been made.</p> <p><b>Reminder:</b> The "Queue All Daily Transmission Files" option does not queue the direct deposit file. Refer to 1-FI.</p>
3	<p>On December 31, 2003, run the end-of-day process to transmit queued files by telecommunications to KC-ITSD.</p>
4	<p>On the next business day, check the exception list to verify that all files were transmitted successfully. If transmission was successful, then no further action is necessary. If the transmission was not successful, go to step 5.</p>
5	<p>If the transmission is <b>not</b> successful, PRESS "8", "Transmit Daytime Files", on Menu FCA923, to retransmit files to KC-ITSD. If daytime transmission fails, contact the FSA National Help Desk at 816-926-1552 or 800-255-2434 for assistance. On the FSA Voice Mail Option's Menu, PRESS "3", "Software"; then PRESS "3" for "Price Support", or "4" for "Accounting, Debt Management, Farm Loan, Conservation, or CRP".</p> <p><b>Note:</b> County Offices that fail to transmit will be notified by an exception list from KC-ITSD during the week of January 5, 2004.</p>

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**2 County Office Action (Continued)**

**C Mailing Transmission Tapes to KCAO**

If County Offices must use a transmission tape to send the accounting files to KCAO, send the tape using an overnight express mail service. The mailing address is:

USDA, FSA, KCAO, IMPD, IDP  
Attention: Susan Karr  
6501 Beacon Drive, Mail STOP 8418  
Kansas City, MO 64133.

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### 3 State Office Action

#### A Transmitting Files

State Offices shall queue and transmit files to KC-ITSD on December 31, 2003, according to the following table.

Step	Action
1	On Application Selection Menu FAF07001: <ul style="list-style-type: none"><li>• ENTER "7", "Queue Files for Transmission"</li><li>• PRESS "Enter".</li></ul>
2	On Communications/Transmission Menu FMF900: <ul style="list-style-type: none"><li>• ENTER "1", "To KC-ITSTO"</li><li>• PRESS "Enter".</li></ul>
3	On Queue Files for Transmission to KC-ITSTO Menu FMF901: <ul style="list-style-type: none"><li>• ENTER "1", "Queue All Daily Transmission Files"</li><li>• PRESS "Enter".</li></ul> <p><b>Reminder:</b> Option 1 does not queue the direct deposit file. Refer to 1-FI.</p>
4	On December 31, 2003, run the end-of-day process to transmit queued files by telecommunications to KC-ITSD. <p><b>Note:</b> Do <b>not</b> select the diskette option.</p>
5	Check the exception list to verify that all files were transmitted successfully. If transmission was successful, then no further action is necessary. If the transmission was not successful, go to step 6.
6	If the transmission was <b>not</b> successful, PRESS "8", "Transmit Daytime Files", on Menu FCA923, to retransmit files to KC-ITSD. If the retransmission fails, contact the FSA National Help Desk at 816-926-1552 or 800-255-2434 for assistance. On the FSA Voice Mail Option's Menu, PRESS "3", "Software"; then PRESS "3" for "Price Support", or "4" for "Accounting, Debt Management, Farm Loan, Conservation, or CRP". <p><b>Note:</b> County Offices that fail to transmit will be notified by an exception list from KC-ITSD during the week of January 5, 2004.</p>

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### 4 KC-ITSD Action

#### A Monitoring Transmissions

KC-ITSD 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 are received from State and County Offices not able to transmit on December 31, 2003, based on instructions provided by the FSA National Help Desk.

#### B List of Missing County Office Transmissions

On January 5, 2004, KC-ITSD shall provide a list of missing County Office transmissions as of December 31 to the Cash Management Branch, Financial Operations Division to be brought to the attention of the Deputy Administrator, Field Operations through the Financial Systems and Procedures Branch, Financial Management Division.