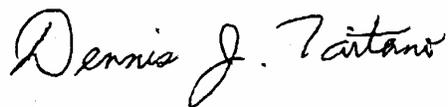


For: State and County Offices

Financial Inquiries Web Site

Approved by: Acting Deputy Administrator, Management



1 Overview

A Background

The Financial Inquiries Web Site is designed to provide access to a producer's financial information on-line. Access is provided to the following based on the eAuth user ID:

- County Office employees
- FSA/CCC Farm Program producers.

The Financial Inquiries Web Site provides enhanced customer service to producers by allowing instant access to financial information such as payments, collections, debt, and CCC-1099-G data. Producers will have access to both summary and detailed information, thus reducing the need to request information from the local County Office.

County Office employees have access to the Financial Inquiries Web Site so that employees can answer producer's questions and view financial information in the same format that the producer is viewing.

B Purpose

This notice provides:

- an introduction to the Financial Inquiries Web Site
- instructions for accessing the Financial Inquiries Web Site in the County Office.

Disposal Date	Distribution
June 1, 2005 12-9-04	State Offices; State Offices relay to County Offices

Notice FI-2666

1 Overview (Continued)

C Contacts

State Offices with questions about:

- policies in this notice should contact Debbie Simmons by:
 - e-mail at Debbie_Simmons@wdc.usda.gov
 - telephone at 703-305-1309
- software-related problems should contact the National Help Desk at 800-255-2434 or 816-926-1552. Select option 3 for software, and then option 4 for accounting.

2 Introduction to the Financial Inquiries Web Site

A Why Was the Financial Inquiries Web Site Developed?

The Financial Inquiries Web Site was developed to meet the President's e-Government initiative. The goal of the e-Government initiative is to make Government information more easily accessible to producers at the producer's convenience. The producer may use this web site to find out their financial information related to FSA/CCC farm programs 24 hours a day, 7 days a week.

B How Does a Producer or County Office Employee Get Access to the Web Site?

Producers who want access to the Financial Inquiries Web Site must register through USDA's e-Authentication registration process and obtain an account with level 2 access. County Office employees must have a valid e-Auth user ID and password. Notices AO-1292 and IRM-355 provide information on the registration process for producers and County Office employees.

C What Financial Information Is Available to Producers on the Financial Inquiries Web Site?

The producer can inquire on any farm program financial transaction that has taken place in a County Office that affects that producer. If the producer is a multi-county producer, the financial inquiry will consolidate and display all of the producer's financial transactions from each county Office, except for CCC-1099-G information. CCC-1099-G is county specific. The following inquiry options are available.

2 Introduction to the Financial Inquiries Web Site (Continued)

C What Financial Information Is Available to Producers on the Financial Inquiries Web Site? (Continued)

Payments. This option provides summary and detailed information on farm program payments made by the County Office. The producer will have the capability to filter the payment information by a date range and 1 of the following selection criteria:

- specific program
- farm number
- financial institution account number.

Collections. This option shows collections received from the producer or on the producer's behalf, including which program the collection was for and the amount of the collection. The producer will have the capability to filter the collection information by a date range and either of the following selection criteria:

- specific program
- farm number.

Debt. This option will display the outstanding principal for receivables and claims owed to FSA/CCC by the producer.

Note: This query does not include farm loan program or commodity loans owed by the producer.

CCC-1099-G. This option provides summary and detailed information on amounts reported to IRS. These inquiries may be used to reconcile CCC-1099-G. The CCC-1099-G information will require that the producer select the applicable county because CCC-1099-G information is county specific.

Producer account. This option provides a comprehensive list of payments, collections, and FSA/CCC debt for users for a selected period of time. Detailed information may be obtained through use of links provided in the inquiry.

D How Safe Is the Producer's Information on the Web Site?

The Financial Inquiries Web Site is using the USDA e-Authentication process to ensure that the user ID and password are registered through the USDA secured web site. A level 2 account with USDA is required to log in to the Financial Inquiries Web Site. The e-Authentication process only allows a producer to access financial information associated with the registered ID.

County Office employees accessing the Financial Inquiries Web Site must also be registered through the e-Authentication process before an inquiry can be processed. Employees will have access to a producer's information for which a valid ID number has been provided.

Notice FI-2666

2 Introduction to the Financial Inquiries Web Site (Continued)

E How Will the County Office Benefit From the Financial Inquiries Web Site?

The Financial Inquiries Web Site will allow the County Office to provide faster and more convenient services to the producers, particularly multi-county producers. When a valid ID number is entered, all financial information for that ID number will be displayed without regard to the location of the County Office that is requesting the information. For instance, if a producer receives a combined ACH for payments from more than 1 County Office, the County Office can click on the link for that payment and tell the producer which payments were combined into a single ACH.

The web site will provide a consolidated report of payments and collections in 1 convenient location, rather than the County Office having to research the System 36/AS400 Accounting Disbursement function for payment information and Cash Receipts function for collection information.

The Financial Inquiries Web Site will also allow County Office employees to view the summary and detail data on CCC-1099-G. When answering producer questions regarding the data on CCC-1099-G, it will no longer be necessary for the County Office to research producer information on the disbursement and refund report.

F How Will Producers Be Notified of the Financial Inquiries Web Site Availability?

The Public Affairs Staff and Financial Management Division are in the process of developing marketing materials that will be sent to County Offices. Marketing materials include:

- envelope stuffers announcing the web site
- pamphlets describing the inquiries available
- public service announcements
- newsletter articles.

Marketing materials will be sent to County Offices as the materials become available.

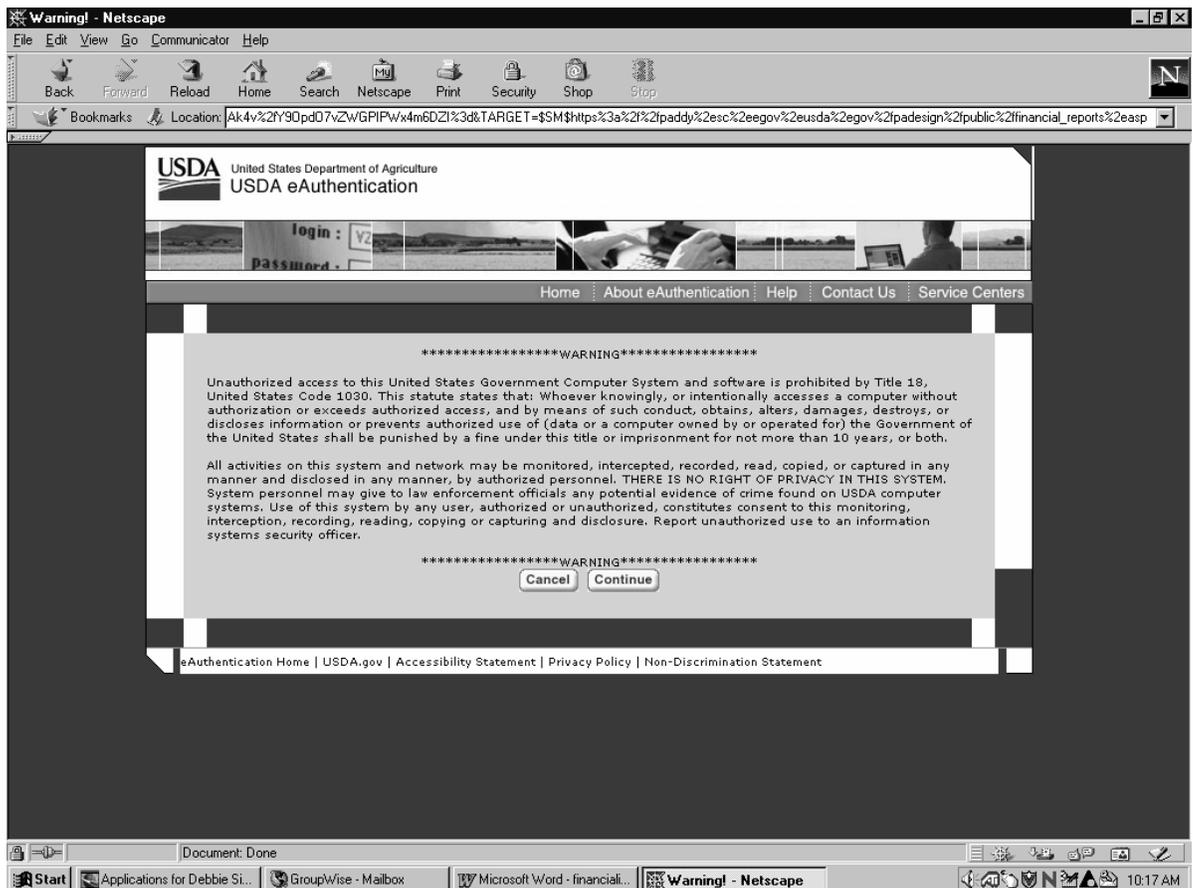
Notice FI-2666

3 Using the Financial Inquiries Web Site in the County Office

A Accessing Financial Inquiries Web Page

After obtaining a valid e-Authentication user ID and password, the County Office may use Netscape or Internet Explorer to access the Financial Inquiries Web Page. From the FSA Intranet home page, click on "FSA Financial Inquiries" under Secured Applications.

Click on "Continue" at the bottom of the e-Authentication and Authorization Warning Screen to continue the sign-in process. This is an example of the e-Authentication and Authorization Warning Screen.

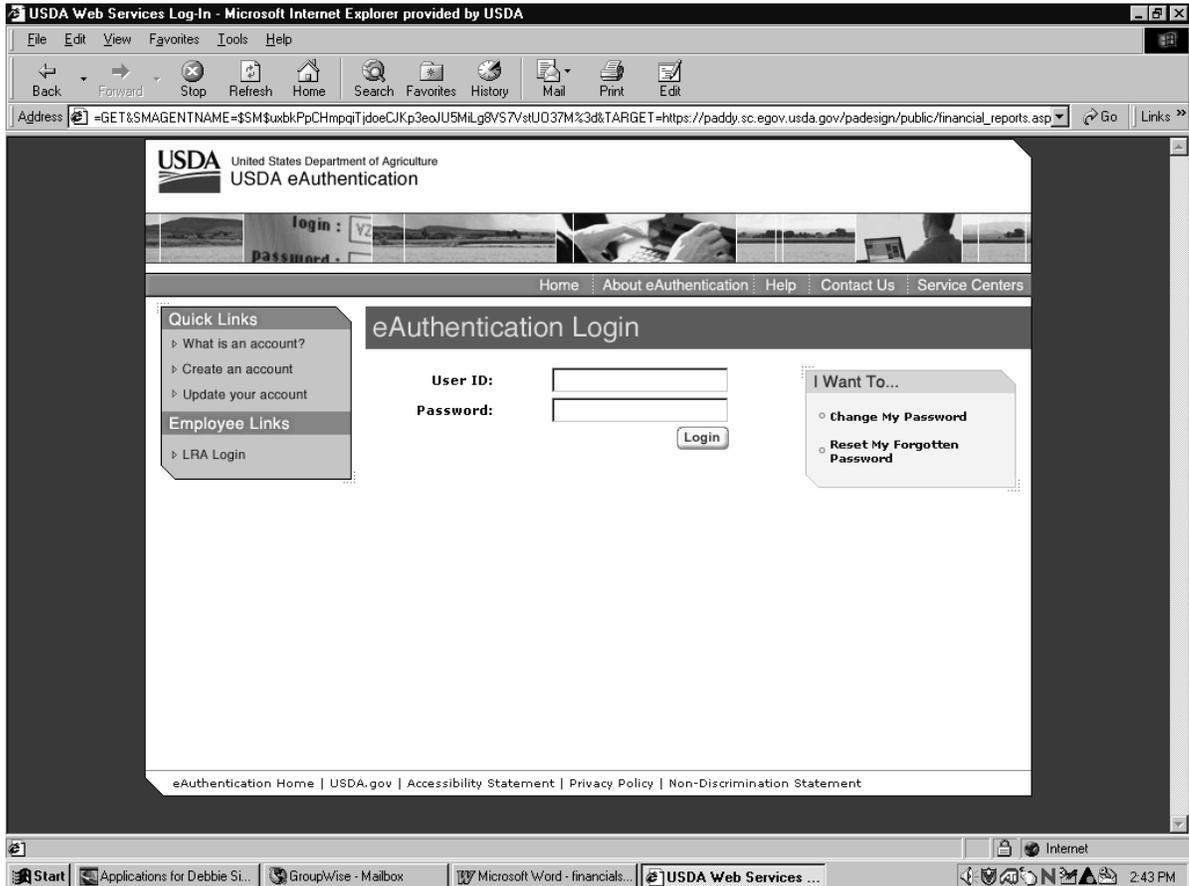


Notice FI-2666

3 Using the Financial Inquiries Web Site in the County Office (Continued)

A Accessing Financial Inquiries Web Page (Continued)

To continue with the e-Authentication and Authorization, enter a valid e-Auth user ID and password on the following screen, and then click "Login" to continue to the Financial Inquiries Web Site.



This will bring the user to the main page of the Financial Inquiries Web Site.

Notice FI-2666

3 Using the Financial Inquiries Web Site in the County Office (Continued)

B Completing the Main Page of the Financial Inquiries Web Site

This is a sample of the Main Page of the Financial Inquiries Web Site for a County Office.

Service Center/Headquarters Lookup Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print

Address Go Links >>

USDA United States Department of Agriculture

NOTICE!
You are entering an Official United States Government System, which may be used only for authorized purposes. Unauthorized modification of any information stored on this system may result in criminal prosecution. The Government may monitor and audit usage of this system, and all persons are hereby notified that use of this system constitutes consent to such monitoring and auditing.

Financial Inquiries

Financial Inquiries
(Service Center/Headquarters Use Only)

* = Required Information

*Enter Tax Identification Number (TIN):
(No dashes or spaces)

*Select a Tax Identification Type:
(i.e. Select S for SSN or E for Employer ID)

*Select an inquiry type:

Done Internet

To complete this screen, enter the producer's ID in the "TIN" field. Do not use any dashes or a space. For example, if the ID number is generally written as 345-67-8992, enter "345678992".

Click on the drop down menu to select the producer's ID type.

Click on the drop down arrow and select an inquiry option. Inquiry options are as follows:

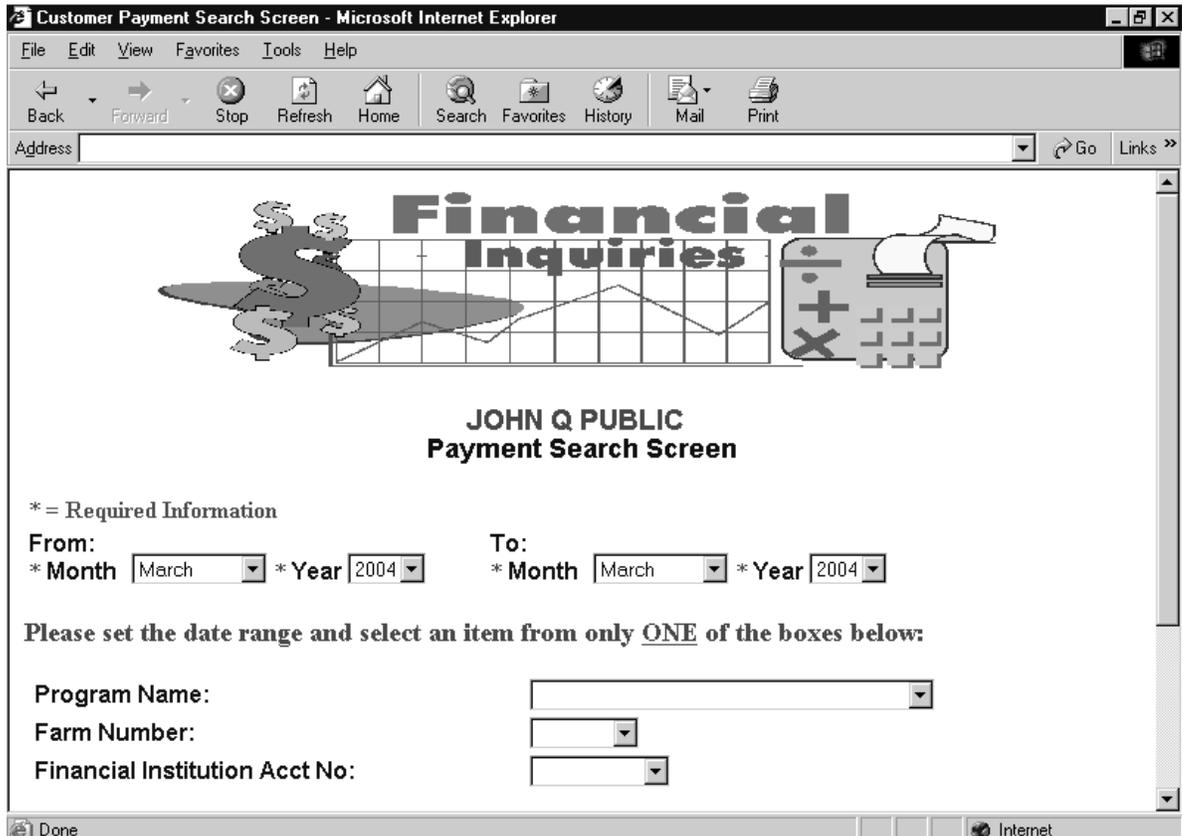
- payments; see subparagraph C
- collections; see subparagraph D
- debt; see subparagraph E
- CCC-1099-G queries; see subparagraph F
- producer account query; see subparagraph G.

After entering the ID, ID type, and selecting the query option, click on the "Submit" button. The entry screen for the inquiry option selected will be displayed.

3 Using the Financial Inquiries Web Site in the County Office (Continued)

C Payment Option Screen

When running a query on the producer's payments, the Payment Search Screen will be displayed to enter further selection criteria. This is an example of the Payment Search Screen.



On the Payment Search Screen, use the pull down menus to select the date range for the search, and select an entry in 1 of the following categories:

- program name
- farm number
- financial institution account number.

The pull down menu will display the program names, farm numbers, and financial institution account numbers associated with the producer ID selected. Each of the pull down menus will allow the user to select "All" in that category.

Only 1 category may have an entry. Leave the remaining 2 categories blank.

Click on "Submit" at the bottom of the screen to complete the search.

Notice FI-2666

3 Using the Financial Inquiries Web Site in the County Office (Continued)

C Payment Option Screen (Continued)

This is an example of the Program Summary Results Screen when a single program, such as "Direct Payment Corn", is selected.

Customer Program Summary Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print

Address Go Links >>

USDA United States Department of Agriculture

Payment Program Summary: JOHN Q PUBLIC

Information As Of: 3/9/2004

You may view details by selecting a particular date and clicking on it.

Issue Date	Program	Reference Number	Benefit Amount	State	County
10/3/2003	DIRECT PAYMENT - CORN	FARM NUMBER 0000113	\$254.00	INDIANA	CLARK
10/3/2003	DIRECT PAYMENT - CORN	FARM NUMBER 0000112	\$546.00	INDIANA	CLARK
10/3/2003	DIRECT PAYMENT - CORN	FARM NUMBER 0000111	\$798.00	INDIANA	CLARK
10/2/2003	DIRECT PAYMENT - CORN	FARM NUMBER 0000110	\$242.00	INDIANA	CLARK
10/2/2003	DIRECT PAYMENT - CORN	FARM NUMBER 0000109	\$570.00	INDIANA	CLARK
10/2/2003	DIRECT PAYMENT - CORN	FARM NUMBER 0000113	\$690.00	INDIANA	CLARK

Done Internet

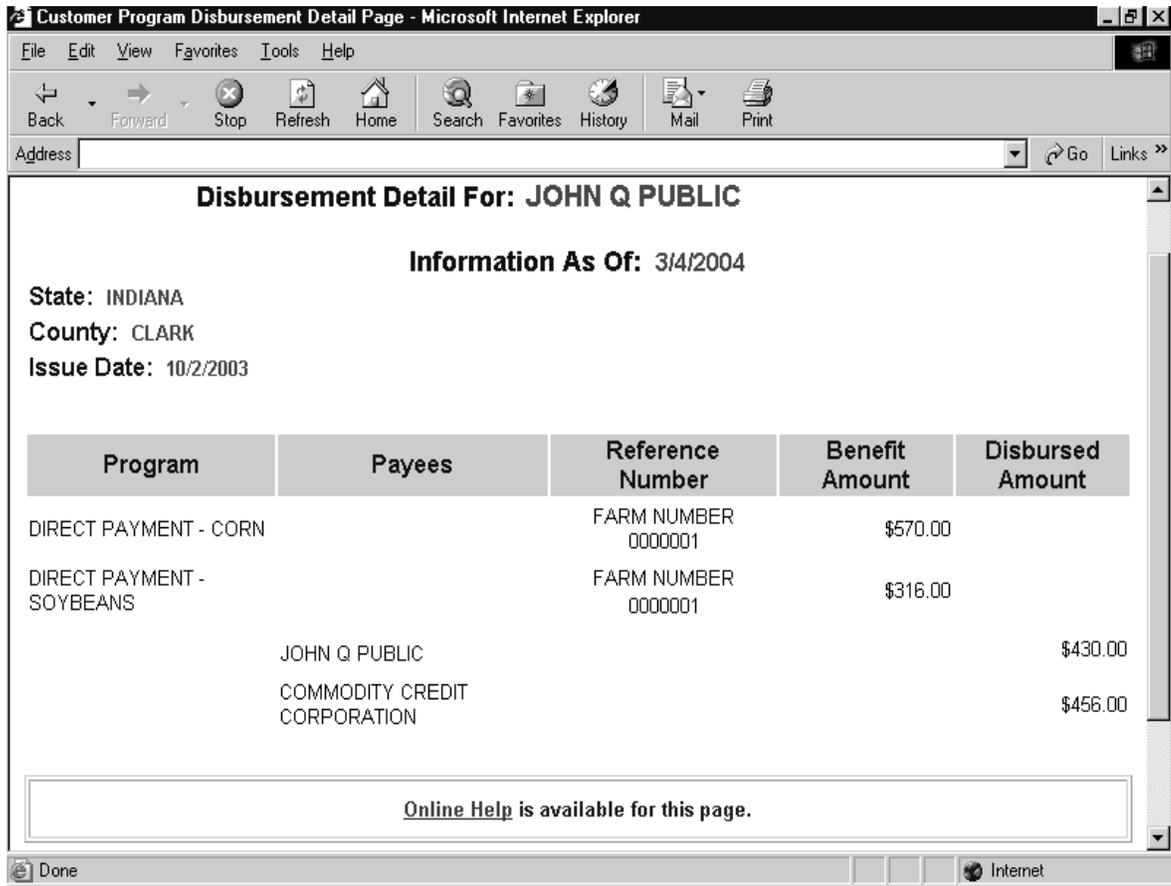
Click on a date in the "Issue Date" column to see additional information associated with the payment. For instance, the payment made on 10/2/2003 for farm number 0000109 is displayed on the next screen.

Notice FI-2666

3 Using the Financial Inquiries Web Site in the County Office (Continued)

C Payment Option Screen (Continued)

The payment made on 10/2/2003 for farm number 0000109 combined the producer's Direct Corn payment and the Direct Soybeans payment for a total of \$886. There was a set off for CCC of \$456, and the producer received the remaining \$430 payment. The following screen is an example of the disbursement detail for this payment showing the combination.



Customer Program Disbursement Detail Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print

Address Go Links >>

Disbursement Detail For: JOHN Q PUBLIC

Information As Of: 3/4/2004

State: INDIANA
County: CLARK
Issue Date: 10/2/2003

Program	Payees	Reference Number	Benefit Amount	Disbursed Amount
DIRECT PAYMENT - CORN		FARM NUMBER 0000001	\$570.00	
DIRECT PAYMENT - SOYBEANS		FARM NUMBER 0000001	\$316.00	
	JOHN Q PUBLIC			\$430.00
	COMMODITY CREDIT CORPORATION			\$456.00

[Online Help](#) is available for this page.

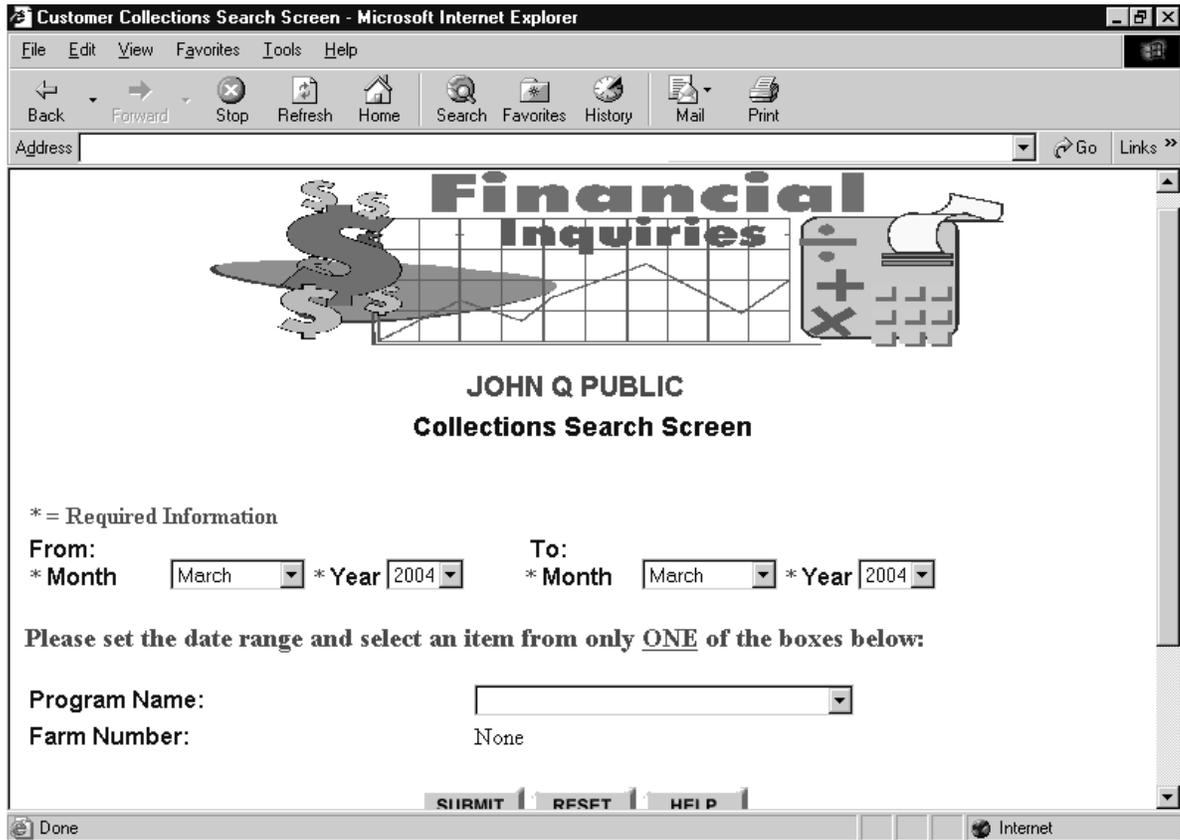
Done Internet

The user may click on the words "Online Help" for a description of the fields displayed.

3 Using the Financial Inquiries Web Site in the County Office (Continued)

D Collection Option Screen

When running a query on the producer's collections, the Collections Search Screen will be displayed to enter further selection criteria. This is an example of the Collections Search Screen.



On the Collection Search Screen, use the pull down menus to select the date range for the search and select 1 of the following categories:

- program name
- farm number, if there are collections for more than 1 farm number.

The pull down menu will display the program names and farm numbers associated with the producer ID selected. Each of the pull down menus will allow the user to select "All" in that category.

Only 1 category may have an entry. Leave the other category blank.

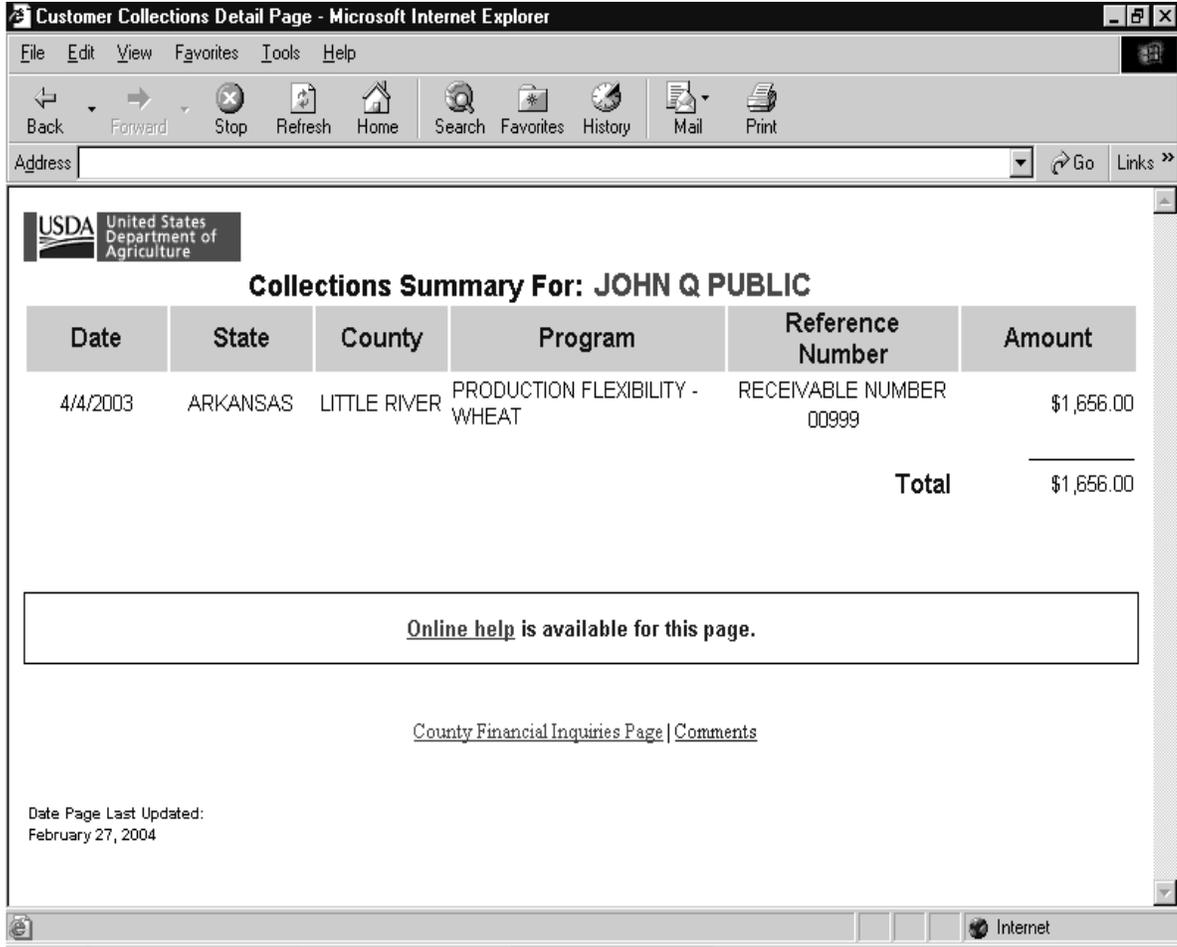
Click on "Submit" to complete the search.

Notice FI-2666

3 Using the Financial Inquiries Web Site in the County Office (Continued)

D Collection Option Screen (Continued)

This is an example of the search results for a collection.



The user may click on the words "Online help" for a description of the fields displayed.

Notice FI-2666

3 Using the Financial Inquiries Web Site in the County Office (Continued)

E Debt Option Screen

This is an example of the search results for a debt.

Customer Debt Report Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print

Address Go Links >>

USDA United States Department of Agriculture

Debts (Excluding Loans) For: JOHN Q PUBLIC
Information As Of: 3/10/2004

You may view debtor detail by selecting a particular Debt Number and clicking on it.

Debt Number	Program	Original Principal	Outstanding Principal	Referral To Treasury	Originating Office
111111111111	TERM PNUT HOLDER-ESTAB CLAIM	\$645.00	\$491.35	Y	BERTIE, NORTH CAROLINA

[Online help is available for this page.](#)

[County Financial Inquiries Page](#) | [Comments](#)

Done Internet

The user can click on the Debt Number to display the debtors name and the date of the last action taken on the debt.

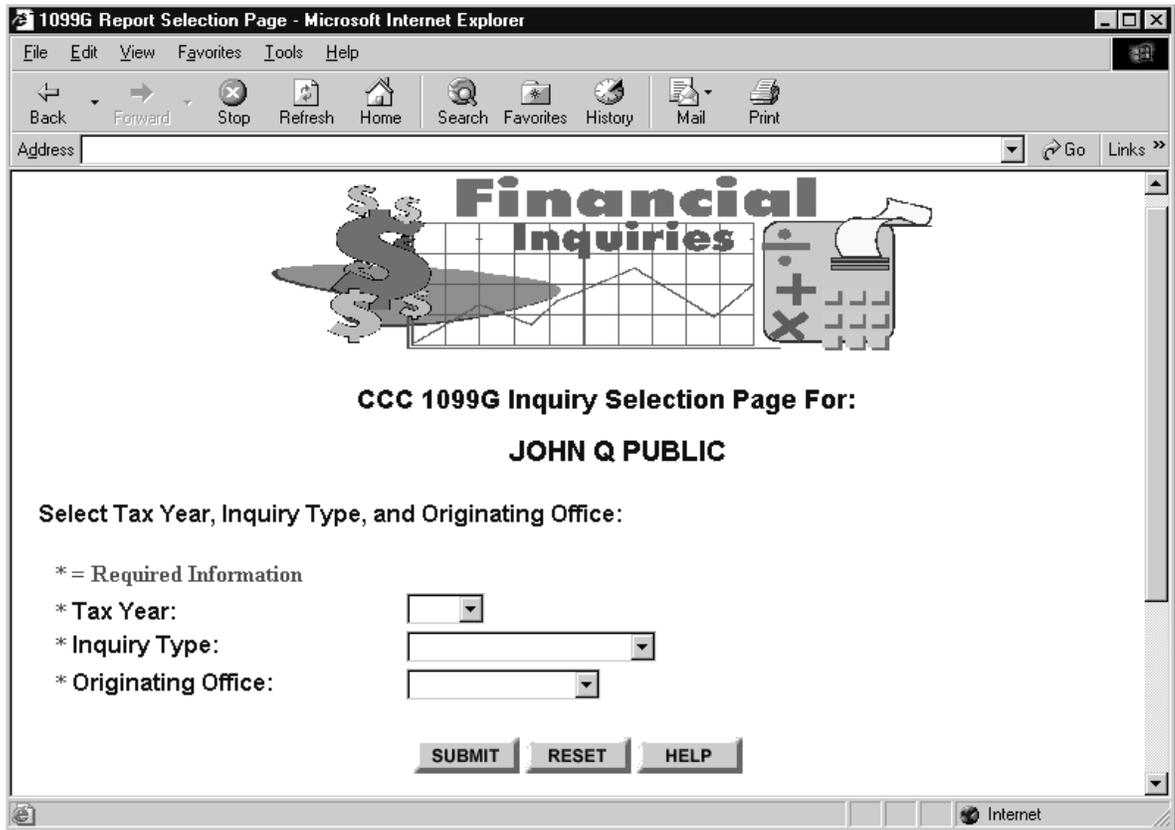
Note: Only Farm Program claims and receivables will be displayed. Outstanding loans will not be displayed.

The user may click on the words "Online help" for a description of the fields displayed.

3 Using the Financial Inquiries Web Site in the County Office (Continued)

F CCC-1099-G Option Screen

The CCC-1099-G Inquiry Selection Page allows the user to view the IRS reportable information for the current year to date, or for up to 3 prior reporting years. This is an example of the CCC-1099-G Option Screen.



Selections must be made in all 3 of the fields to produce the CCC-1099-G information. The CCC-1099-G inquiry types are:

- year-to-date activity
- end of year CCC-1099-G
- corrected CCC-1099-G.

The information will be displayed in the same format as CCC-1099-G.

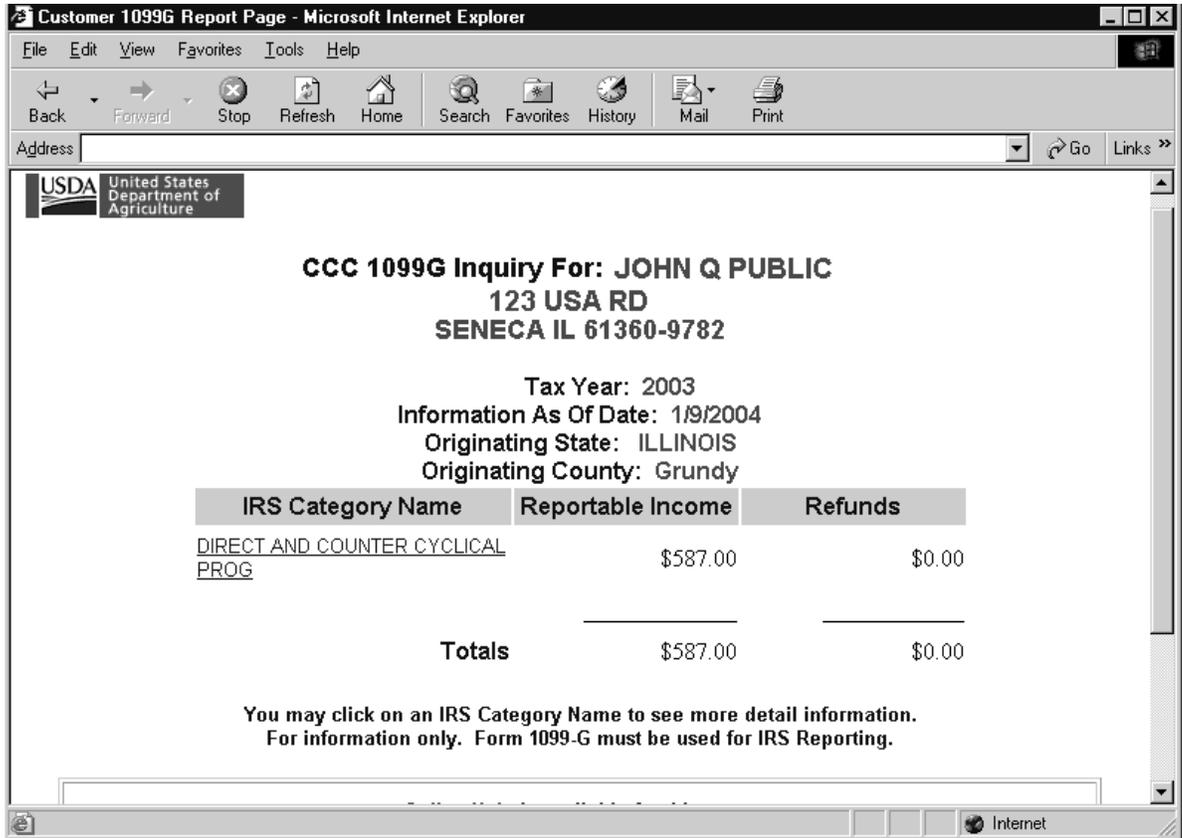
Note: The system currently has access to CCC-1099-G information for calendar years 2002, 2003, and 2004. Calendar year 2001 is not accessible.

Notice FI-2666

3 Using the Financial Inquiries Web Site in the County Office (Continued)

F CCC-1099-G Option Screen (Continued)

This is an example of the CCC 1099-G Inquiry Screen.



Customer 1099G Report Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print

Address Go Links >>

USDA United States Department of Agriculture

CCC 1099G Inquiry For: JOHN Q PUBLIC
123 USA RD
SENECA IL 61360-9782

Tax Year: 2003
Information As Of Date: 1/9/2004
Originating State: ILLINOIS
Originating County: Grundy

IRS Category Name	Reportable Income	Refunds
DIRECT AND COUNTER CYCLICAL PROG	\$587.00	\$0.00
Totals	\$587.00	\$0.00

You may click on an IRS Category Name to see more detail information.
For information only. Form 1099-G must be used for IRS Reporting.

Internet

The user can click on the IRS Category Name to display detailed income and refund information.

Notice FI-2666

3 Using the Financial Inquiries Web Site in the County Office (Continued)

F CCC-1099-G Option Screen (Continued)

This is an example of the CCC 1099-G Detail Inquiry Screen.

CCC 1099G Detail Inquiry For: JOHN Q PUBLIC
IRS Category Name: DIRECT AND COUNTER CYCLICAL PROG
Tax Year: 2003
Information As Of Date: 1/9/2004
Originating State: ILLINOIS
Originating County: Grundy

Program Name	Program Year	Payment/Refund Date	Reportable Income	Refunds
DIRECT PAYMENT - SOYBEANS	2002	4/10/2003	\$105.00	\$0.00
DIRECT PAYMENT - CORN	2002	4/10/2003	\$34.00	\$0.00
DIRECT PAYMENT - SOYBEANS	2002	4/7/2003	\$31.00	\$0.00
DIRECT PAYMENT - CORN	2002	4/7/2003	\$47.00	\$0.00
DIRECT PAYMENT - CORN	2002	4/3/2003	\$25.00	\$0.00
DIRECT PAYMENT - SOYBEANS	2002	4/3/2003	\$138.00	\$0.00
DIRECT PAYMENT - CORN	2002	3/27/2003	\$46.00	\$0.00
DIRECT PAYMENT - SOYBEANS	2002	3/27/2003	\$161.00	\$0.00
Total			\$587.00	\$0.00

Notice FI-2666

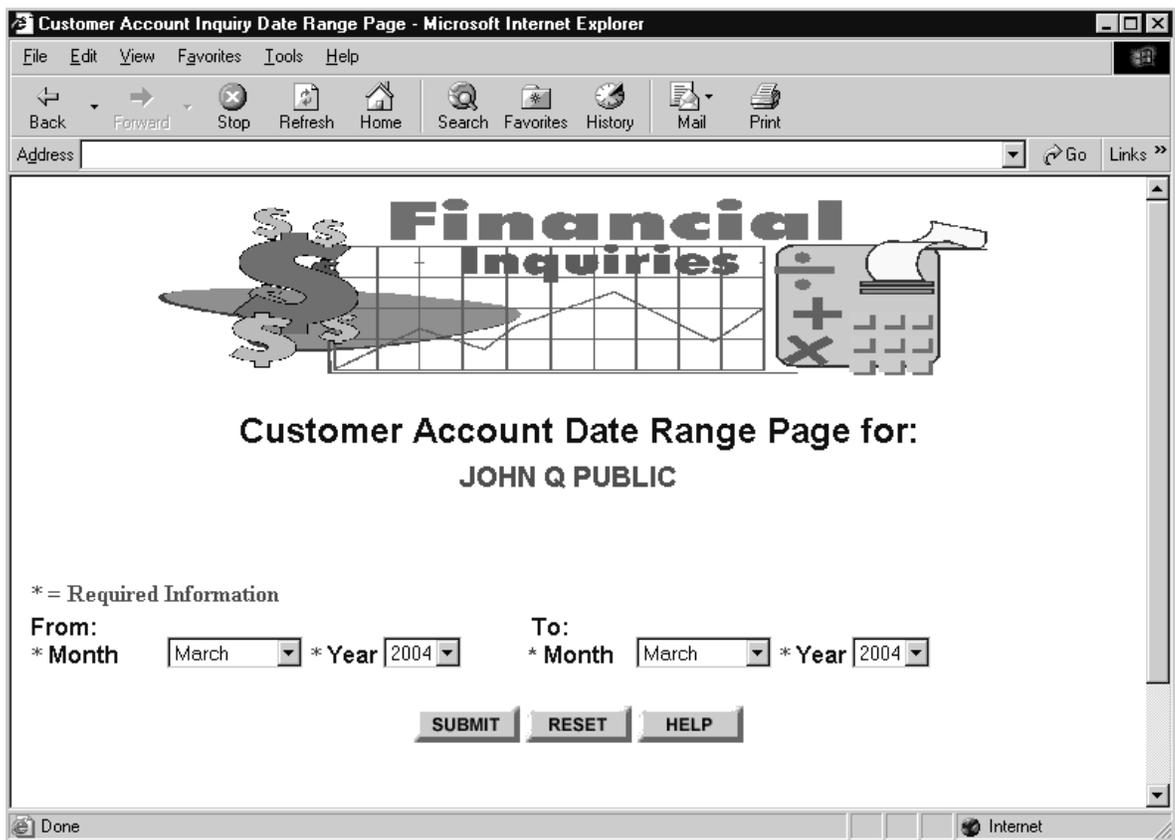
3 Using the Financial Inquiries Web Site in the County Office (Continued)

G Producer Account Inquiry Option Screen

The Customer Account Inquiry Selection Page allows the user to view the financial information regarding the selected producer. This includes:

- payments
- collections
- debt.

This is an example of the Customer Account Inquiry Screen.



The screenshot shows a web browser window titled "Customer Account Inquiry Date Range Page - Microsoft Internet Explorer". The browser's address bar is empty. The main content area features a large graphic with the text "Financial Inquiries" in a bold, serif font. The graphic includes a large dollar sign, a line graph, and a calculator. Below the graphic, the text reads "Customer Account Date Range Page for: JOHN Q PUBLIC". Underneath, there is a section for date range selection. It starts with "* = Required Information". The "From:" section has "* Month" set to "March" and "* Year" set to "2004". The "To:" section has "* Month" set to "March" and "* Year" set to "2004". At the bottom of the form are three buttons: "SUBMIT", "RESET", and "HELP". The browser's status bar at the bottom shows "Done" and "Internet".

The user must select a date range for the inquiry. Click on "Submit" to process the selection.

The results will be displayed in the same format as each individual inquiry.

Notice FI-2666

4 County Office Action

A Obtain User ID and Password

CED shall ensure that all authorized County Office employees that will be using the Financial Inquiries web pages have a valid e-Auth user ID and password.

B Promote Producer Use of the Financial Inquiries Web Pages

As promotional marketing materials become available, the County Office shall use the materials to promote the use of the Financial Inquiries web pages, assist producers in obtaining their WebCAAF account, and navigating through the web site.

C Become Familiar With Financial Inquiries Web Pages

Online Help pages are available to provide additional assistance with navigating through the web site. County Office employees may access the Online Help through the links on the bottom of each screen.