

For: KC-ITSD and State and County Offices

Transmission Schedule for Yearend Reporting

Approved by: Deputy Administrator, Management



1 Overview

A Background

FSA calendar year 2004 ends on December 30, 2004, because of the New Year's Eve holiday.

B Purpose

This notice provides instructions to ensure that:

- all calendar year 2004 transactions have been recorded and corrected, if applicable, for transmission to KC-ITSD
- all calendar year 2004 reportable transactions are 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 2004 earning data files to KC-ITSD

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

- State and County Offices transmit calendar year 2004 transactions on schedule to enable KC-ITSD to meet the deadline for providing statements to vendors and producers.

C Contact

State Offices with questions about this notice should contact Rodney Davis by:

- e-mail at **Rodney.Davis@wdc.usda.gov**
- telephone at 703-305-1310.

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| Disposal Date April 1, 2005 | Distribution KC-ITSD and State Offices; State Offices relay to County Offices |
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2 County Office Action

A Completing Processes

County Offices shall ensure that the following are completed:

- calendar year 2004 transactions, processed by either the System 36 or NPS, are recorded, including payments, collections, receivables, and claims
- unmatched paid check and ACH direct deposit exceptions for payments issued during calendar year 2004 are resolved
- CCC-184's dated before December 31, 2004, are printed
- electronic funds transfer payments that are to be dated before December 31, 2004, are transmitted
- collections received for deposit are recorded before December 30, 2004
- accounting related data files and administrative expense data files are queued for transmission on December 30, 2004, using the "Queue All Daily Transmissions" option
- run the end-of-day process to invoke the nighttime transmission of queued files on December 30, 2004.

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2 County Office Action (Continued)

B Transmitting Files

County Offices shall transmit files to KC-ITSD on December 30, 2004, 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 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"> • the system message “SYS MSG-3725” is displayed, either a Price Support or Price Support/Accounting out-of-balance condition has occurred <p>Note: Correct according to 12-PS.</p> <ul style="list-style-type: none"> • accounting control Screen AEK00060 is displayed, a CCC-257 has not been prepared or is out-of-balance. <p>Note: Correct according to 3-FI.</p> <p>Important: Error conditions must be corrected before transmitting data. Re-run the queue process after corrections have been made.</p> <p>Reminder: The “Queue All Daily Transmission Files” option does not queue the direct deposit file. Refer to 1-FI.</p> |
| 3 | <p>On December 30, 2004, 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 not 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 Menu, PRESS “3” for “All Other Calls Including FSA Hardware and Software Issues”. This includes Price Support, Accounting, Debt Management, Farm Loan, Conservation, and CRP.</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 to the following address is:

ATTN: Joseph Acosta
USDA, FSA, KCAO, IMPD, IDP
6501 Beacon Drive, Mail Stop 8418
Kansas City, MO 64133.

3 State Office and KCFO Action

A State Office Transmitting Files

State Offices shall queue and transmit files to KC-ITSD on December 30, 2004, 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 KC-ITSTO"• PRESS "Enter". |
| 3 | On Queue Files for Transmission to KC-ITSTO Menu FMF901: <ul style="list-style-type: none">• ENTER "1", "Queue All Daily Transmission Files"• PRESS "Enter". <p>Reminder: Option 1 does not queue the direct deposit file. Refer to 1-FI.</p> |
| 4 | On December 30, 2004, run the end-of-day process to transmit queued files by telecommunications to KC-ITSD. Note: Do not select the diskette option. |
| 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 not successful, PRESS "9", "Transmit Daytime Files", on Menu FAX922, 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 Menu, PRESS "3" for "All Other Calls Including FSA Hardware and Software Issues". This includes Price Support, Accounting, Debt Management, Farm Loan, Conservation, and CRP. |

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3 State Office and KCFO Action (Continued)

B KCFO Monitoring Transmissions

KCFO 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
- tapes are received from State and County Offices not able to transmit on December 30, 2004, based on instructions provided by the FSA National Help Desk.

C KCFO List of Missing County Office Transmissions

Submit a Request for Action (RFA) to the Information Management and Processing Division, KC (IMPD), for a list of missing State and County Office transmissions as needed.