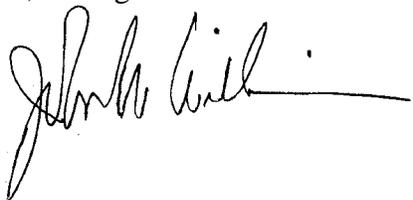


For: State and County Offices

Name and Address Accounting Flag Reset Process in County Release No. 561

Approved by: Deputy Administrator, Management



1 Overview

A Background

When a record is established in the accounting files, 5 of the 7 accounting flags in the “Name and Address” file 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 application.

With the exception of the direct deposit flag, the user must reset the applicable flag in the “Name and Address” file to “N” when the situation no longer requires that the accounting flag be set to “Y”.

County Release No. 561 contains software that, upon installation, will automatically perform the “Name and Address” flag reset process for the following 5 accounting flags:

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

The edit process will not affect the following accounting flags:

- bankruptcy
- other agency claims.

Disposal Date August 1, 2005	Distribution State Offices; State Offices relay to County Offices
--	---

Notice FI-2684

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 the accounting processes or name and address file.

D Contact

If there are any questions about this notice, contact Debbie Simmons, FMD, by:

- e-mail at **Debbie_Simmons@wdc.usda.gov**
- telephone at 703-305-1309.

2 State and County Office Action

A Description of Process

During software installation, the accounting flag reset process will:

- set all assigned payment, joint payee, receivables, claims, or direct deposit flags to “N” in the name and address file
- search the following accounting files to determine active records and set the corresponding accounting 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. Even if an active claim remains, the accounting flag will **not** automatically be reset to “Y”.

2 State and County Office Action (Continued)

B Setting Flags Manually for Special Situations

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

- multi-county producers or 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 or vendor to permit the other offices to manually reset the applicable flag to “N” for that producer or 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 or vendors with inactive name and address records.

Note: See 1-CM, paragraph:

- 211 to change flag settings in the producer name and address file
- 934 to change flag settings in the other name and address file
- 937 for reactivating records in the other name and address file.