

For: State and County Offices and KCFO

Closing FY 2005 Transactions

Approved by: Deputy Administrator, Management



1 Overview

A Background

FY 2005 ends Friday, September 30, 2005. All current FY business transactions must be recorded by September 30, 2005, and received by KCFO as soon as possible after COB on September 30, 2005, preferably on October 1, 2005. This data is needed to allow for the annual closing of FSA and CCC accounts and preparing annual financial statements.

Federal agencies are required to prepare and submit audited FY-end financial statements to the Office of Management and Budget (OMB) within 45 days of the FY-end. It is critical that Agency FY-end processes run smoothly and all pertinent financial information is gathered and transmitted on a timely basis for this to be accomplished.

B Purpose

This notice provides:

- closing instructions to State and County Offices to ensure that FY 2005 transactions are:
 - properly recorded in a timely manner
 - transmitted to KCFO
- information on the effect of FY close on e-Funds controlled programs.

C Contact

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

Disposal Date

February 1, 2006

Distribution

State Offices and KCFO; 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 FY 2005 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 October 1, 2005, are printed
- the direct deposit file is queued and transmitted by September 30, 2005
- collections received for deposit are recorded before October 1, 2005
- accounting-related data files are queued and transmitted to KCFO no later than September 30, 2005
- submission of the following reports by the following due date:
 - Dairy Indemnity Payment Program Claims Report by October 3, 2005
 - County Progress Report on October 3, 2005
 - State Office Summary Report for Conservation by October 4, 2005.

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2 County Office Action (Continued)

B Recording Transactions

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

Transaction	How to Record
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.
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).

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2 County Office Action (Continued)

C Queue and Transmit Files on September 30, 2005

Queue and transmit files to KCFO on **September 30, 2005**, according to the following.

Step	Action
1	On Application Selection Menu FAX07001: <ul style="list-style-type: none"> • ENTER “7”, “Queue Files for Transmission” • PRESS “Enter”.
2	On Queue Files for Transmission Menu FMA901: <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, then 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, then 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 KCFO during the end-of-day (EOD) process.
4	Check the exception list on October 3, 2005, to verify that all files were transmitted successfully. If the transmission is not successful, continue to step 5.
5	Retransmit the files to KCFO. If the retransmission fails, contact the FSA National Help Desk at 1-816-926-1552 or 1-800-255-2434.

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2 County Office Action (Continued)

D Mailing Transmission Tapes to KCFO

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

USDA, FSA, KCAO, IMPD, IDB
6501 Beacon Drive, Mail Stop 8418
Kansas City, MO 64133-4676.

Note: If possible, the tape shall be mailed using Saturday delivery.

E Explanation for Failing to Mail Tapes For Transmission Failures

If a County Office experiences transmission failure, and fails to mail a tape to KCAO on October 3, 2005, the County Office shall provide a report to their State Office explaining why the tapes were not mailed as instructed. State Offices shall provide the reports to DAFO.

3 State Office Action

A Queue and Transmit Files on September 30

Queue and transmit files to KCFO on **September 30, 2005**, according to the following.

Step	Action
1	On Application Selection Menu FAX07001: <ul style="list-style-type: none">• ENTER "7", "Queue Files for Transmission"• PRESS "Enter".
2	On Queue Files for Transmission to KCFO Menu FMA901: <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>
3	Transmit files to KCFO during the EOD process.
4	Check the exception list on October 3, 2005, to verify that all files were transmitted successfully. If the transmission is not successful, continue to step 5.
5	Retransmit the files to KCFO. 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 (Continued)

B Mailing Transmission Tapes to KCFO

If the State Office must use a transmission tape to send the accounting files to KCFO:

- send the tape through KCAO using an overnight express mail service
- at the mailing address shown in subparagraph 2 D.

Note: If possible, the tape shall be mailed using Saturday delivery.

C Explanation for Failing to Mail Tapes For Transmission Failures

If the State Office experiences transmission failure, and fails to mail a tape to KCAO on October 3, 2005, the State Office shall provide a report to DAFO explaining why the tapes were not mailed as instructed.

4 KCFO Action

A Monitor 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 those State and County Offices not able to transmit on September 30, 2005.

B Missing Office Transmissions

By 3 p.m., c.t. on October 4, 2005, the Information Management Processing Division shall provide a list of missing Sate and County Office transmission to KCFO, Financial Operations Division, Cash Management Branch.

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5 State and County Office Reporting for FY 2005 Close

A Dairy Indemnity Payment Program (DIPP) Claims Report

By September 30, 2005, County Offices shall notify State Offices, by FAX, of the amount of FY 2005 DIPP claims paid through September 30, 2005.

State Offices shall FAX a copy of the report to PSD at 202-690-3307 by COB, October 3, 2005.

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

B County Progress Reports

County Offices shall verify on October 3, 2005, that the system automatically:

- during start-of-the-day (SOD), prints and queues the September 30, 2005:
 - ACP-305 Monthly Progress Report
 - Conservation 305 Monthly Progress Report
- during EOD, transmits the data to the State Office.

C State Office Summary Report for Conservation

State Offices shall:

- have full responsibility for ensuring that:
 - all County Office ledgers are balanced by COB September 30, 2005
 - 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

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5 State and County Office Reporting for FY 2005 Close (Continued)

C State Office Summary Report for Conservation (Continued)

- 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)
 - Interim EQIP (CEP-60R)
 - RCWP (CEP-25R)
 - PRP (CEP-65R)
 - 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 October 4, 2005
- monitor the accuracy of all progress reports using the State-produced reports
- take the following steps to complete FY-end reconciliation according to 1-CONSV, Part 11, using the:
 - Cumulative Reconciliation Report and Monthly Payment/Refund Activity Report provided by Kansas City
 - September ACP-305 Monthly Progress Reports
 - State Ledger Reports.

Step	Action
1	Complete all county reconciliations.
2	Prepare ACP-259B for all applicable conservation programs, except CRP.
3	Maintain a copy of all prior FY adjustments that were made to the current FY ledger.
4	Mail ACP-259B and all required documentation to Kansas City by COB January 3, 2006.

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6 Effect of FY Close on e-Funds Controlled Programs

A Effect on Programs That Roll Over Obligated Balances

Programs that roll over obligated balances from one FY to the next will not be available in e-Funds until the program can be reconciled to ensure that the proper balances are rolled forward. Payments shall not be made until the program is rolled over to FY 2006. It is anticipated that the program will be available by October 11, 2005.

B Effect on Programs That Receive New Funding

Programs that receive new funding for FY 2006 will be available in e-Funds as soon as the funding is apportioned, and the program division allots the funds to the State and County Office level. There may be a 1 day delay in updating the allotments to e-Funds.