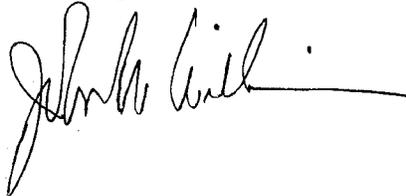


For: KC-ITSTO and State and County Offices

Transmission Schedule for Yearend Reporting

Approved by: Deputy Administrator, Management



1 Overview

A Background

FSA calendar year 2005 ends on Friday, December 30, 2005.

- All calendar year 2005 reportable transactions must be transmitted to KC-ITSTO 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 2005 earning data files to KC-ITSTO.

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

- State and County Offices shall transmit calendar year 2005 transactions on schedule to enable KC-ITSTO to meet the deadline for providing statements to vendors and producers.

B Purpose

This notice provides instructions to ensure that all calendar year 2005 transactions have been recorded, and corrected, if applicable, for transmission to KC-ITSTO.

C Contact

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

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

Disposal Date	Distribution
June 1, 2006	KC-ITSTO and State Offices; State Offices relay to County Offices

Notice FI-2728

2 County Office Action

A Completing Processes

County Offices shall ensure that the following are completed:

- all calendar year 2005 transactions processed by the **National Payment Service (NPS)** are recorded, including payments, collections, receivables, and claims, by **close of business December 27, 2005**
- all calendar year 2005 transactions processed by **System 36** are recorded, including payment, collections, receivables, and claims, by **close of business December 29, 2005**
- unmatched paid check and ACH direct deposit exceptions for payments issued during calendar year 2005 are resolved
- CCC-184's dated on or before December 30, 2005, are printed by close of business December 30, 2005
- all electronic funds transfer payments that are to be dated on or before December 30, 2005, are transmitted by close of business December 29, 2005
- accounting related data files and the administrative expense data files are queued for transmission on December 30, 2005, using the "Queue All Daily Transmissions" option
- the end-of-day process is run to invoke the nighttime transmission of queued files on December 30, 2005.

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2 County Office Action (Continued)

B Transmitting Files

County Offices shall transmit files to KC-ITSTO on December 30, 2005, 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"> • system message “SYS MSG-3725” is displayed, either a Price Support or Price Support/Accounting out-of-balance condition has occurred; correct according to 12-PS • accounting control Screen AEK00060 is displayed, CCC-257 has not been prepared or is out-of-balance; correct according to 3-FI <p>Note: The 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 29, 2005, run the end-of-day process to transmit queued files by telecommunications to KC-ITSTO.</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-ITSTO. If daytime transmission fails, call the National Help Desk at 800-255-2434.</p> <p>Note: County Offices that fail to transmit will be notified by an exception list from KC-ITSTO during the week of January 3, 2006.</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 System 36 accounting files to KCAO, send the tape using an overnight express mail service. The mailing address is:

USDA, FSA, OTC, IPUSO
Attention: Don Andrews
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-ITSTO on December 30, 2005, 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, 2005, run the end-of-day process to transmit queued files by telecommunications to KC-ITSTO. <p>Note: Do not 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 is not successful, PRESS "8", "Transmit Daytime Files", on Menu FCA923, to retransmit files to KC-ITSTO. If daytime transmission fails, contact the National Help Desk at 800-255-2434. <p>Note: County Offices that fail to transmit will be notified by an exception list from KC-ITSTO during the week of January 3, 2006.</p>

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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, 2005, based on instructions provided by the National Help Desk.

C KCFO List of Missing County Office Transmissions

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