

For: State and County Offices and KC-ITSD

**Transmission Schedule for Yearend 2006 Reporting**

Approved by: Deputy Administrator, Management



**1 Overview**

**A Background**

FSA's calendar year 2006 ends on Friday, December 29, 2006.

- All calendar year 2006 reportable transactions **must** be 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 2006 earning data files to KC-ITSD.

**Note:** State and County Offices shall **not** manually prepare CCC-1099's. A forthcoming notice will provide procedures for issuing corrected CCC-1099's.

- State and County Offices shall transmit calendar year 2006 transactions on schedule to enable KC-ITSD to meet the deadline for providing statements to vendors and producers.

**B Purpose**

This notice provides instructions to ensure that all calendar year 2006 transactions have been recorded and corrected, if applicable, for transmission to KC-ITSD.

**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.

<b>Disposal Date</b>  April 1, 2007	<b>Distribution</b>  All FSA Offices and KC-ITSD; State Offices relay to County Offices
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## Notice FI-2780

### 2 County Office Action

#### A Completing Processes

County Offices shall ensure that the following are completed:

- all calendar year 2006 transactions processed by the **National Payment Service (NPS)** are recorded, including payments, collections, receivables, and claims, by COB **December 26, 2006**, to allow processing time to be recorded as 2006 transactions
- all calendar year 2006 transactions processed by **System 36** are recorded, including payment, collections, receivables, and claims, by COB **December 29, 2006**
- unmatched paid check and automated clearing house (ACH) direct deposit exceptions for payments issued during calendar year 2006 are resolved by working with the Financial Services Center (FSC) in Kansas City
- all manual CCC-257's are recorded and prepared on or before December 28, 2006
- CCC-184's dated on or before December 29, 2006, are printed by COB December 29, 2006 to allow processing time to be recorded as 2006 transactions
- all electronic funds transfer payments that are to be dated on or before December 29, 2006, are transmitted by COB December 28, 2006 using the **mid-day** transmission
- accounting-related data files are queued for transmission on December 29, 2006, using the "Queue All Daily Transmissions" option
- the end-of-day process is run to invoke the nighttime transmission of queued files on December 29, 2006.

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**2 County Office Action (Continued)**

**B Transmitting Files**

County Offices shall transmit files to KC-ITSD on **December 29, 2006**, according to the following table.

<b>Step</b>	<b>Action</b>
1	<p>On Application Selection Menu FAX07001:</p> <ul style="list-style-type: none"> <li>• ENTER “7”, “Queue Files for Transmission”</li> <li>• PRESS “Enter”.</li> </ul>
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"> <li>• 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</li> <li>• accounting control Screen AEK00060 is displayed, a CCC-257 has not been prepared or is out-of-balance; correct according to 3-FI.</li> </ul> <p><b>Note:</b> The error conditions <b>must</b> be corrected before transmitting data. Re-run the queue process after corrections have been made.</p> <p><b>Reminder:</b> The “Queue All Daily Transmission Files” option does <b>not</b> queue the direct deposit file. See 1-FI.</p>
3	<p>On December 28, 2006, run the end-of-day process to transmit queued files to KC-ITSD.</p> <p><b>Note:</b> ACH’s to be dated December 29, 2006 <b>must be sent using “Mid-Day Transmission” rather than “End-of-Day Transmission”</b>. ACH’s sent through “<b>End-of-Day Transmission</b>” on <b>December 28, 2006</b> will miss their bank cut-off time and <b>will be dated January 2, 2007</b>.</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 re-transmit files to KC-ITSD. If daytime transmission fails, County Offices may contact OCIO/ITS Service Desk at 800-255-2434 through your State IT Specialist. On the Voice Mail Option Menu, PRESS “1” for web technical support, or PRESS “3” for hardware or FSA application software questions.</p> <p><b>Note:</b> County Offices that fail to transmit will be notified by an exception list from KC-ITSD during the week of January 2, 2007.</p>

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### 2 County Office Action (Continued)

#### C Mailing Transmission Tapes to MSD

If County Offices must use a transmission tape to send System 36 accounting files to MSD, 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 FSC Action

#### A State Office Transmitting Files

State Offices shall queue and transmit files to KC-ITSD on December 29, 2006, according to the following table.

Step	Action
1	On Application Selection Menu FAF07001: <ul style="list-style-type: none"><li>• ENTER “7”, “Queue Files for Transmission”</li><li>• PRESS “Enter”.</li></ul>
2	On Communications/Transmission Menu FMF900: <ul style="list-style-type: none"><li>• ENTER “1”, “To KCMO”</li><li>• PRESS “Enter”.</li></ul>
3	On Queue Files for Transmission to KCMO Menu FMF901: <ul style="list-style-type: none"><li>• ENTER “1”, “Queue All Daily Transmission Files”</li><li>• PRESS “Enter”.</li></ul> <p><b>Reminder:</b> Option 1 does <b>not</b> queue the direct deposit file. See 1-FI.</p>
4	On December 29, 2006, run the end-of-day process to transmit queued files by telecommunications to KC-ITSD. <p><b>Note:</b> Do <b>not</b> 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-ITSD. If daytime transmission fails, contact OCIO/ITS Service Desk at 800-255-2434, for assistance. On the FSA Voice Mail Option Menu, PRESS “1” for web technical support, or PRESS “3” for hardware or FSA application software questions.

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### 3 State Office and FSC Action (Continued)

#### B FSC Monitoring Transmissions

FSC 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 29, 2006, based on instructions provided by the FSA National Help Desk.

#### C FSC List of Missing County Office Transmissions

Submit a Request for Action to the Kansas City Information Processing User Support Office, for a list of missing State and County Office transmissions, as needed.