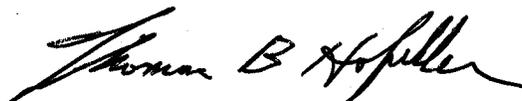


**For:** State and County Offices and KC-ITSD

**Transmission Schedule for Yearend 2007 Reporting**

**Approved by:** Associate Administrator for Operations and Management



**1 Overview**

**A Background**

FSA's calendar year 2007 ends on Monday, December 31, 2007.

- All calendar year 2007 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 2007 earning data files to KC-ITSD.
- State and County Offices shall transmit calendar year 2007 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 2007 transactions have been recorded, and corrected, if applicable, for transmission to KC-ITSD.

**C Contact**

State Offices with questions about this notice should contact Debbie Simmons by either:

- e-mail at [Debbie.Simmons@wdc.usda.gov](mailto:Debbie.Simmons@wdc.usda.gov)
- telephone at 703-305-1309.

<b>Disposal Date</b>	<b>Distribution</b>
April 1, 2008	State Offices and KC-ITSD; 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.

- All calendar year 2007 transactions processed by the **National Payment Service (NPS)** are recorded, including payments, collections, receivables, and claims, by COB **December 26, 2007**, to allow processing time to be recorded as a 2007 transaction.
- All calendar year 2007 transactions processed by **System 36** are recorded, including payment, collections, receivables, and claims, by COB **December 31, 2007**.
- Unmatched paid check and automated clearing house (ACH) direct deposit exceptions for payments issued during calendar year 2007 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, 2007.
- CCC-184's dated on or before December 31, 2007, are printed by COB December 31, 2007, to allow processing time to be recorded as a 2007 transaction.
- All electronic funds transfer (EFT) payments that are to be dated on or before December 31, 2007, are transmitted by COB December 28, 2007, using the mid-day transmission.
- Accounting-related data files are queued for transmission on December 31, 2007, using the "Queue All Daily Transmissions" option.
- The end-of-day process is run to invoke the nighttime transmission of queued files on December 31, 2007.

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**2 County Office Action (Continued)**

**B Transmitting Files**

County Offices shall transmit files to KC-ITSD on December 31, 2007, according to the following.

<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>• the 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, 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 must 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 not queue the direct deposit file. See 1-FI.</p>
3	<p>On December 28, 2007, run the end-of-day process to transmit queued files by telecommunications to KC-ITSD.</p> <p><b>Note:</b> ACH’s to be dated December 31, 2007, must be sent using “Mid-Day Transmission” rather than “End-of-Day Transmission”. ACH’s sent through “End-of-Day Transmission” on December 28, 2007, will miss their bank cut-off time and will be dated next business day, January 2, 2008.</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, Service Centers may contact the 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 December 31, 2007.</p>

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### 2 County Office Action (Continued)

#### C Mailing Transmission Tapes to FSC

After installing County Office Software Release No. 618, mailing transmission tapes to FSC **no longer applies**.

#### D Explanation for Transmission Failures

If a County Office experiences transmission failure, the County Office shall provide a report explaining why to the State Office. State Offices shall provide the reports to DAFO by FAX at 202-690-3309.

#### E Correcting CCC-1099-G and CCC-1099-MISC

State and County Offices shall **not** manually prepare CCC-1099-G or CCC-199-MISC. State and County Offices shall follow procedure in 62-FI, subparagraph 76 B for CCC-1099-G corrections and subparagraph 109 A for CCC-1099-MISC corrections.

#### F Removing Refund Information Column on CCC-1099-G

In the calendar year 2006 reporting, FSA/CCC discontinued providing refund information on CCC-1099-G.

Refund information can be obtained from the FSA Financial Inquiries web-based database for users that have eAuthentication user ID's and passwords. Users should access FSA Financial Inquiries and select "Inquiry Type 1099/Refund Reports". Refund amounts will be displayed on the Producer's Year-to-Date Activity Screen.

County Offices shall provide refund information to producers from the FSA Financial Inquiries upon request until producers can obtain their own eAuthentication user ID and password.

County Offices shall refer producers to the USDA eAuthentication web site for information on obtaining an eAuthentication Level-2 user ID and password. Producers can access the USDA eAuthentication web site at

<http://www.eauth.egov.usda.gov/eauthWhatIsAccount.html>.

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### 3 State Office and FSC Action

#### A State Office Transmitting Files

State Offices shall queue and transmit files to KC-ITSD on December 31, 2007, according to the following.

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 31, 2007, run the end-of-day process to transmit queued files by telecommunications to KC-ITSD.  <b>Note:</b> Do <b>not</b> 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 <b>not</b> 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.

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

**B FSC Monitoring Transmissions**

FSC shall monitor file transmissions to ensure 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.

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

FSC shall 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.