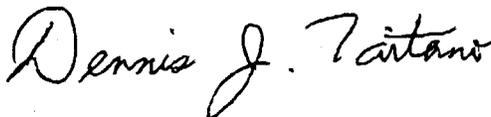


For: State and County Offices and Financial Services Center (FSC)

Closing FY 2008 Transactions

Approved by: Controller, CCC



1 Overview

A Background

FY 2008 ends Tuesday, September 30, 2008. All current FY business transactions **must** be recorded by **September 30, 2008**, and received by FSC as soon as possible after COB on September 30, 2008, preferably on October 1, 2008. 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 OMB within 45 calendar days of FY-end. It is critical that FSA 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 2008 transactions are:
 - properly recorded in a timely manner
 - transmitted to FSC
- information on the effect of FY closure on eFund controlled programs
- Obsoletes Notice FI-2856.

C Contact

If there are questions about this notice, contact Jackie Pickens, FMD, at 703-305-1310.

Disposal Date	Distribution
January 1, 2009	State Offices and FSC; State Offices relay to County Offices

Notice FI-2857

2 County Office Action

A Action Items

County Offices shall ensure that the following action items are completed:

- all FY 2008 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 and mailed out by September 30, 2008, are printed
- the direct deposit file is queued and transmitted by September 30, 2008
- collections received for deposit are recorded before September 30, 2008
- accounting-related data files are queued and transmitted to FSC no later than September 30, 2008
- all FY 2008 corrections to web-based programs, including overpayments and underpayments, are initiated by COB September 23, 2008
- submission of the following reports by the following due dates:
 - Dairy Indemnity Payment Program Claims Report by October 1, 2008
 - County Progress Report on October 1, 2008
 - State Office Summary Report for Conservation by October 2, 2008.

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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 prepared on manual CCC-257's	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, 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:

- APSS
- CRES
- CRP
- DCP
- Disaster.

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2 County Office Action (Continued)

C Queue and Transmit Files on September 30, 2008

Queue and transmit files to FSC on **September 30, 2008**, according to the following.

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 Queue Files for Transmission Menu FMA901:</p> <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” that indicates a price support or a price support/accounting out-of-balance condition, is displayed and an Out-of-Balance Report is printed, see 14-PS for corrective action • Accounting Transmission Screen AEK00060 that indicates that CCC-257’s have not been prepared and/or are out-of-balance, is displayed, PRESS “Enter”. <p>Note: 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> <p>Reminder: The “Queue All Daily Transmission Files” option does not queue the direct deposit file. See 3-FI for transmitting Concentration Banking System files.</p>
3	Transmit files to FSC during the End-of-Day (EOD) process.
4	Check Start-of-Day (SOD) exception list on October 1, 2008, to verify that all files were transmitted successfully. If transmission is not successful, go to step 5.
5	Retransmit files to FSC. If retransmission fails, contact FSA’s National Help Desk at 816-926-1552 or 800-255-2434.

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2 County Office Action (Continued)

D Mailing Transmission Tapes to FSC

Mailing transmission tapes to FSC **no longer applies** after County Office Software Release No. 618 installation.

E Explanation for Transmission Failures

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

3 State Office Action

A Queue and Transmit Files on September 30, 2008

Queue and transmit files to FSC on **September 30, 2008**, 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 FSC/KC 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 FSC during EOD process.
4	Check SOD exception list on October 1, 2008, to verify that all files were transmitted successfully. If transmission is not successful, go to step 5.
5	Retransmit files to FSC. If retransmission fails, contact FSA's National Help Desk at 816-926-1552 or 800-255-2434.

B Mailing Transmission Tapes to FSC

Mailing transmission tapes to FSC **no longer applies** after Software Release No. 618 installation.

C Explanation for Transmission Failures

If the State Office experiences transmission failure, the State Office shall provide a report explaining why to DAFO.

4 FSC Action

A Monitoring Transmissions

FSC shall monitor file transmissions to ensure that the following are completed:

- County Office file transmissions are received
- help is provided to County Offices experiencing difficulties in transmitting files
- State Office data transmissions are received
- help is provided to State Offices experiencing difficulties in transmitting files.

B Missing Office Transmissions

By 3 p.m., c.t. on October 2, 2008, the Information Processing and User Support Office shall provide a list of missing State and County Office transmissions to FSC, Payment Management Office, Payment Systems Group.

5 State and County Office Reporting

A DIPP Claims Report

By COB:

- September 30, 2008, County Offices shall FAX reports to the State Office, of the amount of FY 2008 DIPP claims paid through September 30, 2008
- October 1, 2008, State Offices shall FAX the County Office reports to ITSD-AD-PSCAO at 202-690-1536.

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

B County Progress Reports

County Offices shall verify on October 1, 2008, that the system automatically:

- during SOD, prints and queues the September 30, 2008:
 - ACP-305 Monthly Progress Report
 - Conservation 305 Monthly Progress Report
- during EOD, transmits the data to the State Office.

5 State and County Office Reporting (Continued)

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, 2008
 - 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
- 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)
 - GRP (CEP-60R)
- print, queue, and transmit the ACP-305 Monthly Progress/Transmission Report and Conservation 305 Monthly Progress/Transmission Report to FSC no later than October 3, 2008
- monitor the accuracy of all progress reports using the State-produced reports

5 State and County Office Reporting (Continued)

C State Office Summary Report for Conservation (Continued)

- 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 FSC
 - 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 FSC by COB January 2, 2009.
5	ACP-259B's should be mailed to the following address: USDA, FSA, FSC, PMO, PRFG Beacon Facility - Mail Stop 8588 P.O. Box 419205 Kansas City, MO 64141-6205

6 Effect of FY Closure on eFund Controlled Programs

A Effect on Programs That Rollover Obligated Balances

Programs that rollover obligated balances from one FY to the next will **not** be available in eFunds 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 2009. It is anticipated that the program will be available by October 10, 2008.

B Effect on Programs That Receive New Funding

Programs that receive new funding for FY 2009 will be available in eFunds 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 eFunds.