

For: State and County Offices

Transmission Schedule for 2010 Yearend Reporting

Approved by: Acting Associate Administrator for Operations and Management



1 Overview

A Background

Calendar year 2010 ends Friday, December 31, 2010, therefore:

- all calendar year 2010 reportable transactions **must** be transmitted to allow adequate time for preparing CCC-1099's
- State and County Offices shall transmit calendar year 2010 transactions on schedule to meet the deadline for providing statements to vendors and producers.

B Purpose

This notice provides instructions to ensure that all calendar year 2010 transactions have been recorded and corrected, if applicable, for transmission.

Note: This notice does not apply to FLP.

C Contact

State Offices with questions about this notice shall contact Jackie Pickens, Program Delivery Support Office, FMD, by either of the following:

- email to **jackie.pickens@wdc.usda.gov**
- telephone at 703-305-1310.

Disposal Date February 1, 2011	Distribution All FSA Offices; State Offices relay to County Offices
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Notice FI-3009

2 County Office Action

A Completing Process

County Offices shall ensure that the following are completed.

- Calendar year 2010 payment transactions processed by **NPS** are certified and signed by COB **December 23, 2010**.
- Calendar year 2010 receivable and collection transactions processed by the **National Receipts and Receivable Systems (NRRS)** are recorded by COB **December 30, 2010**.
- Deposits processed in NRRS must be prepared and verified by COB **December 30, 2010**.
- Automated clearing house direct deposit exceptions for payments issued during calendar year 2010 are resolved by contacting the Kansas City Financial Services Center's customer service line at 1-866-856-1448 for assistance.
- System 36 accounting-related data files are queued for transmission on **December 30, 2010**, using the "Queue All Daily Transmissions" option.
- The System 36 end-of-day process is run to invoke the nighttime transmission of queued files on **December 30, 2010**.

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2 County Office Action (Continued)

B Transmitting System 36 Files

County Offices shall transmit System 36 files on **December 30, 2010**, according to the following table.

Step	Action						
1	On Application Selection Menu FAX07001: <ul style="list-style-type: none"> • ENTER “7” “Queue Files for Transmission” • PRESS “Enter”. 						
2	On Menu FMA901, ENTER “1”, “Queue All Daily Transmission Files”, and PRESS “Enter” to queue accounting related files. If during the queuing process the system message, “SYS MSG-3725”, is displayed, correct according to 12-PS. Note: The error conditions must be corrected before transmitting data. Re-run the queue process after corrections have been made.						
3	On the next workday, check the exception list to verify that all files were transmitted successfully.						
	<table border="1"> <thead> <tr> <th>IF the transmission was...</th> <th>THEN...</th> </tr> </thead> <tbody> <tr> <td>successful</td> <td>no further action is necessary.</td> </tr> <tr> <td>not successful</td> <td>go to step 4.</td> </tr> </tbody> </table>	IF the transmission was...	THEN...	successful	no further action is necessary.	not successful	go to step 4.
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successful	no further action is necessary.						
not successful	go to step 4.						
4	If the transmission is not successful, on Menu FCA923, PRESS “8”, “Transmit Daytime Files”, to re-transmit files. 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 either of the following, as applicable: <ul style="list-style-type: none"> • “1” for web technical support • “3” for hardware or FSA application software. Note: County Offices that fail to transmit will be notified by an exception list during the week of January 3, 2011 .						

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2 County Office Action (Continued)

C Transmission Failure Explanation Reports

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 to 202-690-3309.

D Correcting CCC-1099-G's and CCC-1099-MISC's

State and County Offices shall:

- **not** manually prepare CCC-1099-G's or CCC-1099-MISC's
- follow procedure in 62-FI, subparagraph 76 B for CCC-1099-G corrections and subparagraph 109 A for CCC-1099 MISC corrections.

E Refund Information

To obtain refund information, go to the FSA Financial Inquiries web-based database at https://saltlake.sc.egov.usda.gov/padesign/county_lookup.asp, enter applicable ID and type, and CLICK "Inquiry Type 1099/Refund Reports". Refund amounts will be displayed on the Producer's Year-to-Date Activity Screen.

Note: Users **must** have eAuthentication user ID's and passwords to access the FSA Financial Inquiries database.

County Offices shall:

- provide refund information to producers from FSA Financial Inquiries upon request until producers can obtain their own eAuthentication user ID and password
- 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/eauthWhatIsAccount.html>.

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3 State Office and FSC Action

A State Offices Transmitting Files

State Offices shall queue and transmit files on **December 30, 2010**, 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 KCMO” • PRESS “Enter”. 						
3	On Queue Files for Transmission to KCMO Menu FMF901: <ul style="list-style-type: none"> • ENTER “1” “Queue All Daily Transmission Files” • PRESS “Enter”. 						
4	On December 30, 2010 , run the end-of-day process to transmit queued files by telecommunications. Note: Do not select the diskette option.						
5	Check the exception list to verify that all files were transmitted successfully						
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">IF the transmission was...</th> <th style="text-align: left;">THEN...</th> </tr> </thead> <tbody> <tr> <td>successful</td> <td>no further action is necessary.</td> </tr> <tr> <td>not successful</td> <td>go to step 6.</td> </tr> </tbody> </table>	IF the transmission was...	THEN...	successful	no further action is necessary.	not successful	go to step 6.
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successful	no further action is necessary.						
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6	If the transmission is not successful, on Menu FCA923, PRESS “8”, “Transmit Daytime Files”, to re-transmit files. If daytime transmission fails, contact the OCIO/ITS Service Desk at 800-255-2434 for assistance. On the FSA Voice Mail Option Menu, PRESS either of the following, as applicable: <ul style="list-style-type: none"> • “1” for web technical support • “3” for hardware or FSA application software. 						