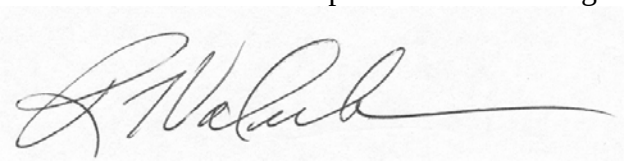
UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

Notice FI-3012

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
- obsoletes Notice FI-3009 to remove subparagraph 2 C.

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	Distribution
February 1, 2011	All FSA Offices; State Offices relay to County Offices

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**.

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: • 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.	
	IF the transmission was…	**THEN…**
	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: • "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**.	

2 County Office Action (Continued)

C 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.

D 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**.

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: • ENTER "7", "Queue Files for Transmission" • PRESS "Enter".	
2	On Communications/Transmission Menu FMF900: • ENTER "1", "To KCMO" • PRESS "Enter".	
3	On Queue Files for Transmission to KCMO Menu FMF901: • 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.	
	IF the transmission was…	**THEN…**
	successful	**no** further action is necessary.
	not successful	go to step 6.
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: • "1" for web technical support • "3" for hardware or FSA application software.	