

For: State and County Offices

Transmission Schedule for 2011 Yearend Reporting

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

Calendar year 2011 ends Saturday, December 31, 2011; therefore:

- all calendar year 2011 reportable transactions **must** be transmitted to allow adequate time for preparing CCC-1099's
- State and County Offices shall transmit calendar year 2011 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 2011 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, FMD, Program Delivery Support Office, by either of the following:

- email to **jackie.pickens@wdc.usda.gov**
- telephone at 202-772-6027.

Disposal Date	Distribution
February 1, 2012	State Offices; State Offices relay to County Offices

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2 County Office Action

A Completion Process

County Offices shall ensure that the following are completed.

- Calendar year 2011 payment transactions processed by **NPS** are certified and signed by COB **December 23, 2011**.

Note: No additional NPS payment transactions shall be certified and signed before the first workday of calendar year 2012.

- Calendar year 2011 receivable and collection transactions processed by **NRRS** are recorded by COB **December 30, 2011**.
- Deposits processed in NRRS must be prepared and verified by COB **December 30, 2011**.
- Automated clearinghouse direct deposit exceptions for payments issued during calendar year 2011 are resolved by contacting the Kansas City FSC's customer service line at 1-866-856-1448 for assistance.
- System 36 accounting-related data files are queued for transmission on **December 30, 2011**, using option "1", "Queue All Daily Transmissions" on Menu FMA901.
- The System 36 end-of-day process is run to invoke the nighttime transmission of queued files on **December 30, 2011**.

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2 County Office Action (Continued)

B Transmitting System 36 Files

County Offices shall transmit System 36 files on **December 30, 2011**, 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. <p>Note: The error conditions must be corrected before transmitting data. Re-run the queue process after corrections have been made.</p>						
3	On the next workday, check the exception list to verify that all files were transmitted successfully. <table border="1" style="width: 100%; border-collapse: collapse;"> <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 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 retransmit files. If daytime transmission fails, County Offices may contact the OCIO, ITS Service Desk at 800-255-2434 through user’s 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. <p>Note: County Offices that fail to transmit will be notified by an exception list during the week of January 2, 2012.</p>						

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2 County Office Action (Continued)

C Correcting CCC-1099-G and CCC-1099-MISC

State and County Offices shall:

- **not** manually prepare CCC-1099-G or CCC-1099-MISC
- 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 on request until producers can obtain their own eAuthentication user ID and password
- refer producers to the USDA eAuthentication web site at <http://www.eauth.egov/eauthWhatIsAccount.html> for information on obtaining an eAuthentication Level-2 user ID and password.

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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, 2011**, 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, 2011 , 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%; border-collapse: collapse;"> <thead> <tr> <th align="left">IF the transmission was...</th> <th 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.
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 retransmit 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. 						