

For: State and County Offices

Transmission Schedule for 2012 Yearend Reporting

Approved by: Acting Associate Administrator for Operations and Management



1 Overview

A Background

The following actions are required for calendar year 2012 yearend reporting:

- all calendar year 2012 reportable transactions **must** be transmitted to allow adequate time for preparing CCC-1099's
- State and County Offices shall transmit calendar year 2012 transactions according to schedule to ensure that:
 - statements are provided to vendors and producers in a timely manner
 - deadlines are met.

Note: Beginning with calendar year 2012 IRS reporting, Kansas City will **not** generate and mail CCC 1099-G and/or CCC 1099-MISC to producers if the total of reportable payments for each tax ID number is less than **\$600**.

B Purpose

This notice provides instructions for transmitting calendar year 2012 yearend reporting to ensure that all transactions are 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:

- e-mail to jackie.pickens@wdc.usda.gov
- telephone at 202-772-6027.

Disposal Date March 1, 2013	Distribution State Offices; State Offices relay to County Offices
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2 County Office Action

A Completing Process

County Offices shall ensure that the following are completed.

- Calendar year 2012 payment transactions processed by **NPS** are certified and signed by COB **December 26, 2012**.

Note: No additional NPS payment transactions shall be certified and signed before the first workday of calendar year 2013.

- Calendar year 2012 receivable and collection transactions processed by **NRRS** are recorded by COB **December 31, 2012**.
- Deposits processed in NRRS must be prepared and verified by COB **December 31, 2012**.
- Automated clearinghouse direct deposit exceptions for payments issued during calendar year 2012 are resolved by contacting FSC customer service at 1-866-856-1448 for assistance.
- System 36 accounting-related data files are queued for transmission on **December 31, 2012**, 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 31, 2012**.

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2 County Office Action (Continued)

B Transmitting System 36 Files

County Offices shall transmit System 36 files on **December 31, 2012**, 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. Run the queue process again 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" 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 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 transmit the files again. If daytime transmission fails, Service Centers may contact the OCIO/ITS Service Desk at 800-255-2434 through the State IT Specialist. On the Voice Mail Option Menu, choose 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 December 31, 2012 .						

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3 State Office and FSC Action

A State Offices and FSC’s Transmitting Files

State Offices shall queue and transmit files on **December 31, 2012**, 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 31, 2012 , 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 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.
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 transmit files again. If daytime transmission fails, contact the OCIO/ITS Service Desk at 800-255-2434 for assistance. On the FSA Voice Mail Option Menu, choose either of the following, as applicable: <ul style="list-style-type: none"> • “1” for web technical support • “3” for hardware or FSA application software. 						