

For: State and County Offices

AS400 Connectivity and Management of Agricultural Credit (MAC) Data Access

Approved by: Deputy Administrator, Management

1 Overview

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Background

Data from the MAC system is used for loanmaking, loan and security servicing, workload counts, funding projections, and management reporting. Timely and accurate data entry into MAC is essential to ensure that these critical functions are performed according to program regulations and statutes.

FLP data may be entered into MAC using the A36 computer at Type 1 offices **only**. FLP data from Type 2 and Type 3 offices must be either FAXed to the Type 1 office for data entry into MAC or personnel from Type 2 or Type 3 offices must travel to the Type 1 office and enter the data. This process is inefficient and sometimes results in missing or untimely entry of data.

Connectivity between Type 1, 2, and 3 offices is a much better alternative. With the installation of the AS400 computer systems, connectivity between Type 1, 2, and 3 offices is now possible. This will allow Type 2 and 3 offices to access the MAC system in the Type 1 office covering them for data entry and reporting. Most offices are not utilizing this capability.

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Purpose

This notice will improve the quality of data in the MAC system by requiring that State and County Offices doing FLP work shall establish connectivity between **all Type 2 and 3 offices served by the Type 1 headquarters office**, and the Type 1 headquarters office. In addition, MAC coordinators shall connect to all Type 1 offices in their State to provide MAC assistance.

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Disposal Date December 1, 2002	Distribution State Offices; State Offices relay to County Offices
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1 Overview (Continued)

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Contact

State Offices shall direct questions to Kathleen Miller, LMD, at 202-720-1643.

2 Procedures for Establishing Connectivity

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Access

AS400 Client Access software must:

- be installed in the State or County Office and on the employee's PC to be accessed
- have added the employee as a user on both AS400 and A36 computers in the office to be accessed through connectivity.

Note: Only employees trained in MAC and authorized to do FLP work may access the MAC system.

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Creating an AS400 Folder

The administrative technician or other authorized employee will create a folder on the employees desktop labeled "AS400" according to the following.

Step	Action
1	Anywhere on the PC's desktop, right-click on the mouse.
2	Select " New ".
3	Select " Folder ".
4	In the rectangular box under the folder icon, ENTER " AS400 ".

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2 Procedures for Establishing Connectivity (Continued)

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Creating an AS400 Login

After the AS400 folder has been created, create an AS400 login according to the following. **Some States may vary on how to create the login. Check with the State Computer Specialist before proceeding.**

Step	Action						
1	Double-click on the IBM 400 Client Access Icon on the desktop. A menu will be displayed.						
2	Double-click on “EMULATOR” . A menu will be displayed.						
3	Double-click on “Start or Configure a Session” . The PC5250 Welcome Window will be displayed.						
4	On the PC5250 Welcome Window, click “OK” . The Configure PC5250 Screen will be displayed.						
5	To add a County Office, enter the System Name (IPL Address) .						
6	Enter the workstation ID of the County Office to be accessed, and click “OK” . Sign-on to the AS400 Screen will be displayed.						
7	Enter the user ID and password , and click “OK” .						
8	Click on “File” and “Save As” .						
9	Enter the County Office or name of office, plus extension , and click “OK” .						
10	The question, “Do you want to add an icon?” , will be displayed. Click “Yes” .						
11	Select where to place the AS400 icon. Note: The AS400 folder has previously been created on the desktop.						
12	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">IF the AS400 icon is...</th> <th style="text-align: left;">THEN...</th> </tr> </thead> <tbody> <tr> <td>showing on the desktop</td> <td>go to step 13.</td> </tr> <tr> <td>not showing on the desktop</td> <td> right click on “Start” located in the lower left of the computer screen, and click or double-click on the following: <ul style="list-style-type: none"> • “Explore” • “WINNT” • “Profiles” • “All Users” • “Desktop”. </td> </tr> </tbody> </table>	IF the AS400 icon is...	THEN...	showing on the desktop	go to step 13.	not showing on the desktop	right click on “Start” located in the lower left of the computer screen, and click or double-click on the following: <ul style="list-style-type: none"> • “Explore” • “WINNT” • “Profiles” • “All Users” • “Desktop”.
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13	Click on “AS400” , the folder that was created for that office, and then “OK” .						
14	Repeat all steps to add each County Office. To access the office’s AS400/A36 MAC data, click on the created office icon.						

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3 Action

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SED Action

SED's shall ensure that:

- connectivity is established between each Type 1 office and all **Type 2 and 3 offices the Type 1 office serves**
 - MAC coordinators are connected to each Type 1 office doing FLP work in their respective State Office.
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MAC Coordinator Action

MAC coordinators shall compile a report listing the following:

- which offices are connected
- any offices not connected that need connectivity and the date when connectivity will be established.

FAX or e-mail the listing to Kathleen Miller at FAX number 202-720-6797 or e-mail **Kathleen_Miller@wdc.usda.gov** by April 1, 2002.

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State and County Office Action

When connecting into a County Office's AS400, the following will be observed:

- always telephone before connecting to ensure that the County Office is not running Start-of-Day or End-of-Day procedures or loading software
 - only access MAC data or Name and Address Data.
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