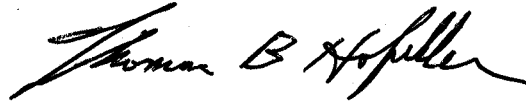


For: State and County Offices and KC-ITSD

Transmission Schedule for 2008 Yearend Reporting

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

Calendar year 2008 ends Wednesday, December 31, 2008; therefore:

- all calendar year 2008 reportable transactions **must** be transmitted to KC-ITSD to allow adequate time for preparing CCC-1099's
- CCC-1099-G and CCC-1099-MISC processing begins at the County Office with the transmission of 2008 earning data files to KC-ITSD
- State and County Offices shall transmit calendar year 2008 transactions on schedule to enable KC-ITSD to meet the deadline for providing statements to vendors and producers.

B Purpose

This notice provides instructions to ensure that all calendar year 2008 transactions have been recorded, and corrected, if applicable, for transmission to KC-ITSD.

C Contact

State Offices with questions about this notice should contact Jackie Pickens by either of the following:

- e-mail to jackie.pickens@wdc.usda.gov
- telephone at 703-305-1310.

Disposal Date	Distribution
April 1, 2009	State Offices and KC-ITSD; State Offices relay to County Offices

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2 County Office Action

A Completing Processes

County Offices shall ensure that the following are completed.

- Calendar year 2008 transactions processed by the **National Payment Service (NPS)** are recorded, including payments, collections, receivables, and claims, by COB **December 26, 2008**, to allow processing time to be recorded as 2008 transactions.
- Calendar year 2008 collection transactions processed by **System 36** are recorded, including collections, receivables, and claims, by COB **December 31, 2008**.

Note: Payments processed after implementing Payment Centralization should follow the date guidelines provided for NPS payments.

- Unmatched paid check and automated clearing house direct deposit exceptions for payments issued during calendar year 2008 are resolved by working with the Financial Services Center (FSC) in Kansas City.
- Manual CCC-257's are recorded and prepared on or before **December 30, 2008**.
- System 36 accounting-related data files are queued for transmission on **December 31, 2008**, 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, 2008**.

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2 County Office Action (Continued)

B Transmitting System 36 Files

County Offices shall transmit System 36 files to KC-ITSD on **December 31, 2008**, according to the following.

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: <ul style="list-style-type: none"> • the system message, “SYS MSG-3725”, is displayed, either a Price Support or Price Support/Accounting out-of-balance condition has occurred; correct according to 12-PS. • accounting control Screen AEK00060 is displayed, CCC-257 has not been prepared or is out-of-balance; correct according to 3-FI. <p>Note: The error conditions must be corrected before transmitting data. Re-run the queue process after corrections have been made.</p> <p>Reminder: The “Queue All Daily Transmission Files” option does not queue the direct deposit file. See 1-FI.</p>	
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 to KC-ITSD. 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. <p>Note: County Offices that fail to transmit will be notified by an exception list from KC-ITSD during the week of January 5, 2009.</p>	

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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://aegean.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 the 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.usda.gov/eauthWhatIsAccount.html>.

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3 State Office and FSC Action

A State Offices Transmitting Files

State Offices shall queue and transmit files to KC-ITSD on **December 31, 2008**, according to the following.

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”. <p>Reminder: Option 1 does not queue the direct deposit file. See 1-FI.</p>						
4	On December 31, 2008 , run the end-of-day process to transmit queued files by telecommunications to KC-ITSD. <p>Note: Do not select the diskette option.</p>						
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 retransmit files to KC-ITSD. If daytime transmission fails, contact 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. 						

3 State Office and FSC Action (Continued)

B FSC Monitoring Transmissions

FSC shall monitor file transmissions to ensure that the following are completed.

- County Office data transmissions are received and help is provided to County Offices experiencing difficulties in transmitting data.
- State Office data transmissions are received and help is provided to State Offices experiencing difficulties in transmitting data.

C FSC List of Missing County Office Transmissions

FSC shall submit a, “Request for Action” to the Kansas City Information Processing User Support Office for a list of missing State and County Office transmissions, as needed.