

For: State and County Offices

**Transmission Schedule for Yearend Reporting and  
Contingency Plan for a Year 2000 System Failure**

Approved by: Acting Deputy Administrator, Management



**1 Overview**

**A**

**Background**

For the past several years, FSA has tested its automated accounting systems to ensure that they are Year 2000 compliant. All accounting systems should be up and running on January 3, 2000, the first workday of the new year. If there are any unexpected system problems or failures outside of FSA software control, FSA has developed a Contingency Plan so that State and County Offices may continue to conduct business.

Calendar year 1999 ends on Friday, December 31, 1999. Because December 31, 1999, is a nonworkday, State and County Offices must transmit to KCMO all 1999 calendar year reportable transactions by Thursday, December 30, 1999, to allow adequate time for preparing W-2's and CCC-1099-G's.

**B**

**Purpose**

This notice provides:

- instructions to ensure that all calendar year 1999 transactions have been recorded, and corrected, if applicable, for transmission to KCMO
- a Contingency Plan in the unlikely event that accounting systems are inoperable on January 3, 2000.

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<p><b>Disposal Date</b></p> <p>April 1, 2000</p>	<p><b>Distribution</b></p> <p>State Offices; State Offices relay to County Offices</p>
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## Notice FI-2408

### 1 Overview (Continued)

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#### C

##### Contact

If there are questions about this notice:

- County Offices shall contact the State Office
  - State Offices shall contact Lenior Simmons, FMD at 703-305-1313.
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### 2 County Office Action

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#### A

##### Completing Processes

County Offices shall ensure that the following are completed:

- all calendar year 1999 transactions are properly recorded in the computer, according to the applicable handbook

**Note:** This includes payments, collections, receivables, and claims transactions.

- CCC-184's dated on or before December 30, 1999, are printed
  - all electronic funds transfers payments that are to be dated on or before December 30, 1999, are transmitted
  - collections received for deposit are recorded on or before December 30, 1999
  - accounting-related data files and the personnel and payroll files that contain the other administrative expense data are queued for transmission on December 30, 1999, using the "Queue All Daily Transmissions" option
  - run the end-of-day process to invoke the nighttime transmission of queued files on December 30, 1999.
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**2 County Office Action (Continued)**

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**B  
Transmitting  
Files**

Queue and transmit files to KCMO on December 30, 1999, according to this table.

<b>Step</b>	<b>Action</b>
1	<p>Queue accounting-related files by selecting option 1, "Queue All Daily Transmission Files", on Menu FMA901. If during the queuing process:</p> <ul style="list-style-type: none"> <li>• the system message, "SYS MSG-3725", is displayed, a price support or a price support/accounting out-of-balance condition has occurred</li> </ul> <p><b>Note:</b> Correct according to 14-PS.</p> <ul style="list-style-type: none"> <li>• Accounting Control Screen AEK00060 is displayed, CCC-257 has not been prepared or is out-of-balance. Correct according to 3-FI.</li> </ul> <p><b>Note:</b> The error conditions must be corrected before transmitting data. Rerun the queue process after corrections have been made.</p> <p><b>Reminder:</b> "Queue All Daily Transmission Files" option does not queue the direct deposit file. Refer to 1-FI.</p>
2	<p>Run end-of-day process to transmit queued files by telecommunications on December 30, 1999.</p> <p><b>Note:</b> Do not select the diskette option.</p>
3	<p>Check the exception list to verify that all files were transmitted successfully. If the transmission was not successful, go to step 4.</p> <p><b>Note:</b> The exception list will be made available during the week of January 3, 2000.</p>
4	<p>If the transmission was not successful, retransmit files to KCMO by using option 8, "Transmit Daytime Files", from Menu FCA923. If daytime transmission fails, contact FSA National Help Desk at 816-926-1552 or 800-255-2434 for assistance.</p>

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### 3 State Office Action

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#### A

**Transmitting Files** Queue and transmit files to KCMO on December 30, 1999, according to this table.

Step	Action
1	On Application Selection Menu FAF07001, ENTER "7", "Queue Files for Transmission", and PRESS "Enter".
2	On Communications/Transmission Menu FMF900, ENTER "1", "To KCMO", and PRESS "Enter".
3	On Queue Files for Transmission to KCMO Menu FMF901, ENTER "1", "Queue All Daily Transmission Files", and PRESS "Enter".  <b>Reminder:</b> "Queue All Daily Transmission Files" option does not queue the direct deposit file. Refer to 1-FI.
4	Run end-of-day process to transmit queued files by telecommunications to KCMO on December 30, 1999.  <b>Note:</b> Do not select the diskette option.
5	Check the exception list to verify that all files were transmitted successfully. If the transmission was not successful, go to step 6.  <b>Note:</b> The exception list will be made available during the week of January 3, 2000.
6	If the transmission was not successful, retransmit files to KCMO. If the retransmission fails, contact the FSA National Help Desk at 816-926-1552 or 800-255-2434 for assistance.

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### 4 KCMO Action

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#### A

#### **Monitor Transmissions**

KCMO shall monitor file transmissions to ensure that the following are completed:

- County Office data transmissions are received and help is provided to those County Offices experiencing difficulties in transmitting data
  - State Office data transmissions are received and help is provided to those State Offices experiencing difficulties in transmitting data
  - diskettes are received from State and County Offices not able to transmit on December 30, 1999.
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#### B

#### **Missing County Office Transmissions**

KCMO shall provide a list of missing County Office transmissions to State and County Financial Operations Division, State and County Office Program Operations Branch, during the week of January 3, 2000.

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**5 Year 2000 Contingency Plan**

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**A  
Reporting  
System Problems**

In the unlikely event that accounting systems are unavailable on January 3, 2000:

- County Offices should report the problem to the Automation Coordinator/Information Resource Manager at the State Office
  - the State Office shall contact the National Help Desk
  - the National Help Desk will report the problem to the KCMO System Division, who will work with the National Office to resolve the problem.
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**B  
Communications  
Plan**

When KCMO is aware that there are system problems, they will immediately notify State and County Offices by using BBS, FAX, telephone, or Internet.

KCMO will continue to update the status of the system problems until all problems are resolved.

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**C  
Manual  
Procedures**

If the accounting systems are unavailable, State and County Offices should immediately process all accounting transactions manually. Follow instructions in the following table to process the accounting transactions manually:

<b>Function</b>	<b>Accounting System</b>	<b>Handbook Reference for Manual Instructions</b>
Check Writing	Check Writing	1-FI, Part 5, Section 5
Electronic Funds Transfer of Payment	Direct Deposit System	1-FI, Part 5, Section 5
Depositing Collections	Cash Receipts System	3-FI, paragraph 37 3-FI, paragraph 93 (CBS)
Establishing a Receivable	Common Receivables System (SCOAP)	67-FI, Part 4

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