

**For:** State Offices, County Offices with GS Employees, and APFO

**Communication Procedure Change for PC-TARE**

**Approved by:** Acting Deputy Administrator, Management



**1 Overview**

**A**

**Purpose**

The current communications contract with AT&T will expire at midnight September 29, 1999. The dialed X.25 connection currently being used to transfer PC-TARE to NFC will no longer be supported. The following instructions will be used to transfer PC-TARE data for State Office employees and County Office GS employees.

**Note:** PC-TARE files for County Office employees will continue to be sent according to current procedure.

**B**

**Contact**

If there are questions about this notice, contact the FSA National Help Desk at 800-255-2434. Select option 1 and then select option 2.

<p><b>Disposal Date</b></p> <p>January 1, 2000</p>	<p><b>Distribution</b></p> <p>State Offices; State Offices relay to applicable County Offices; APFO</p>
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**2 Instructions for Updating Communications Software**

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**A**

**Overview**

Follow the instructions in this paragraph to copy the XMIT.dat file and modify the communication procedures for PC-TARE. Failure to follow these instructions will result in nontransmission of T&A's.

**Caution: Read the instructions carefully and go slowly. Do not modify anything else.**

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**B**

**Copying XMIT.dat File for Windows NT, 95, and 98 Machines**

To copy the XMIT.dat file for Windows NT, 95, and 98 machines, do the following.

Step	Action
1	With the XMIT.dat diskette in drive A, double-click the "My Computer" icon to open an Explorer window.
2	Double-click the "3 1/2 Floppy (A:)" icon to display the contents of the diskette.
3	Single-click on the "XMIT.dat" icon to select the file.
4	On the Explorer menu bar, click on "Edit" and select "Copy".
5	Click on "Edit" again and select "Paste". A copy of the file will appear at the bottom of the list of files
6	<p>Select the copied file and click on "File" and select "Rename". Rename the file as follows and PRESS "Enter":</p> <ul style="list-style-type: none"> <li>• "SS##.dat" for State Offices (State abbreviation and sequential number for each file sent from the State Office)</li> </ul> <p><b>Examples:</b> File 1 TX21.dat File 2 TX22.dat</p> <ul style="list-style-type: none"> <li>• "SSCCC##.dat" for County Offices (State abbreviation, numeric county code, and pay period number).</li> </ul> <p><b>Example:</b> TX12521.dat</p>

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2 Instructions for Updating Communications Software (Continued)

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C  
**Copying  
 XMIT.dat File  
 for Windows 3.1  
 Machines**

To copy the XMIT.dat file for Windows 3.1 machines, do the following.

Step	Action
1	With the XMIT.dat diskette in drive A, double-click the "File Manager" icon to open File Manager.
2	Click on the "A:" button on the button bar to display the contents of the diskette.
3	Single-click on the "XMIT.dat" file to select it.
4	On the File Manager menu bar, click on "File" and select "Copy".
5	<p>In the "TO:" box, rename the file as follows and click "OK":</p> <ul style="list-style-type: none"> <li>• "SS##.dat" for State Offices (State abbreviation and sequential number for each file sent from the State Office)</li> </ul> <p><b>Examples:</b>   File 1 TX21.dat                          File 2 TX22.dat</p> <ul style="list-style-type: none"> <li>• "SSCCC##.dat" for County Offices (State abbreviation, numeric county code, and pay period number).</li> </ul> <p><b>Example:</b> TX12521.dat</p>

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2 Instructions for Updating Communications Software (Continued)

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**D**  
**Continuing to**  
**Modify**  
**Communication**  
**Procedure**

Follow these instructions to continue to modify the communication procedure.

Step	Action
1	With the diskette in the A drive, access the FSA BBS through World Group software. This may be done on a PC that dials up the BBS or on a common computing environment (CCE) computer that telnets to the BBS.
2	Sign on with appropriate ID and password.
3	At the main menu, click on the "File Libraries" button.
4	Click on the "Upload a File" button.
5	Click on "Payroll Library".
6	Select "SS##.dat" or "SSCCC##.dat" file as appropriate.
7	Click "OK".
8	At the Enter Description Screen, click "OK".

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**E**  
**Ensuring File**  
**Upload Has**  
**Taken Place**

Follow these instructions to ensure that the file upload has taken place.

Step	Action
1	While in "File Libraries" and the BBS, click on the "Browse a Library" button.
2	Scroll down to "Payroll" and click once to select it.
3	Click "OK".
4	Scroll to find the "SS##.dat" or "SSCCC##.dat" file in the list of files.
5	Exit "File Libraries".

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