

For: State and County Offices

**Payment Requests Over 30 Calendar Days on
Financial Web Application Data Mart (FWADM) Unsigned Payment Report**

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

The Unsigned Payment Report in FWADM Oracle Enterprise Performance Management 11 provides payment request information that has not been completed in NPS.

To assist State and County Offices in ensuring that payment requests are signed or canceled, the report displays detailed and summary information containing unsigned payments that are:

- aged zero to 30 calendar days
- aged greater than 30 calendar days.

Note: The Unsigned Payment Report shall be produced and reviewed every other week so the appropriate action can be taken on the unsigned payment requests.

B Purpose

This notice provides instructions on:

- producing the Unsigned Payment Report
- taking the appropriate action to remove aged payment requests.

Disposal Date	Distribution
January 1, 2015 8-11-14	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

C Contact

If there are questions about this notice, contact the appropriate person as follows.

Issue	Contact
Software-related problems	Contact the National Help Desk at either of the following: <ul style="list-style-type: none">• telephone at 800-255-2434• telephone at 816-926-1552. Note: Select option 3 for hardware and application software.
Policies in this notice	Contact Jackie Pickens by either of the following: <ul style="list-style-type: none">• e-mail to jackie.pickens@wdc.usda.gov• telephone at 202-772-6027. Contact Nancy Chapman by either of the following: <ul style="list-style-type: none">• e-mail to nancy.chapman@kcc.usda.gov• telephone at 816-926-6971.
FWADM Report	Contact Greg Hagedorn by either of the following: <ul style="list-style-type: none">• e-mail to gregory.hagedorn@kcc.usda.gov• telephone at 816-926-7983.
Requesting FWADM access	Contact Connie Saulka by either of the following: <ul style="list-style-type: none">• e-mail to connie.saulka@kcc.usda.gov• telephone at 816-926-2852.
Program payment questions	State Offices shall contact the appropriate National Office specialist.

2 Accessing FWADM

A Logging Into FWADM

Users shall access FWADM according to 1-FI, paragraph 292.

B Viewing Unsigned Payment Report

To view the Unsigned Payment Report, see 1-FI, paragraph 307.

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3 Action

A State Office Action

State Offices shall send the Unsigned Payment Report to County Offices reflected on the report every other week so the appropriate action can be taken on the outstanding payment requests.

B County Office Action

County Offices shall review the Unsigned Payment Report every other week and take the appropriate action on the outstanding payment requests within 30 calendar days of the payable submission date.

When items in NPS are placed in Hold for Program Cancel (HP) status, the County Office must still take subsequent action so the automated software will cancel the unsigned payment in NPS. If it is determined a payment in HP status needs to be signed, see 1-FI, paragraph 141. Unsigned payments that are automatically canceled by the program payment software will **not** generate receivables because the payment was never released to the producer. See this table for instructions to cancel the payments.

IF the payment request was...	THEN...
initiated in Online Payments (OLP) and needs to be canceled	update the payment amount to “ 0.00 ” in OLP to generate a payment cancellation. Note: See 1-FI, paragraph 65.
generated by automated applications, web applications, or System 36, the payment request can only be canceled from the program application	<ul style="list-style-type: none"> • the county certifying official shall take action to “Hold for Cancel by Program” • initiate applicable changes in the system so the program software will automatically cancel the unsigned payment in NPS. <p>Example: An unsigned DCP direct payment resides in NPS for a producer on Farm No. 1. The County Office does not want to certify and sign the payment because they realized after the payment was sent to NPS that the producer’s share was recorded incorrectly on the DCP contract.</p> <p>The County Office should make the applicable changes on the DCP contract and those changes will cause the payment process to cancel the unsigned payment in NPS. The payment will then be recalculated using the correct share for the producer.</p> <p>Note: State Offices shall contact the applicable program specialist in the National Office for program payments that need to be canceled for programs that are no longer automated.</p>