

For: State and County Offices

New NPS Packaged Payments Functionality

Approved by: Acting Associate Administrator for Operations and Management



1 Overview

A Background

NPS has new functionality to accept packaged payments submitted by program application software to complete the disbursement process. The first software to use the packaged payments functionality will be the Commodity Loan Processing System (CLPS).

B Purpose

This notice provides instructions on the new packaged payments functionality through NPS to complete the disbursement process through the following:

- Manual Handling Worklist
- Certification Worklist
- Signing Worklist
- Payment Search.

C Contacts

The following table provides contacts, if there are questions about this notice.

Issue	Contact
Software-Related Problems	National Help Desk at 800-255-2434 or 816-926-1552. Note: Select option 3 for hardware and application software.

Disposal Date	Distribution
November 1, 2015 6-29-15	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

C Contacts (Continued)

Issue	Contact
Policies in This Notice	Either of the following: <ul style="list-style-type: none">• Jackie Pickens by either of the following:<ul style="list-style-type: none">• e-mail to jackie.pickens@wdc.usda.gov• telephone at 615-277-2613• Darla Noah by either of the following:<ul style="list-style-type: none">• e-mail to darla.noah@kcc.usda.gov• telephone at 816-926-2516.

2 NPS Package Payment Overview and NPS Login

A NPS Package Payment Overview

The packaged payments functionality supports a single program application and/or contract comprised of more than 1 payment request for different payees. Within NPS, packaged payments are individual payments originating from the same loan number and will be identified by a unique number assigned to the package by NPS.

For any payment request to be accepted by NPS, an associated county **must** exist for every payee and/or customer. All the individual payments **must** be available in NPS before any of the packaged payments may be processed for manual handling or certification. The packaged payments will become available for signing after all individual payments have been successfully certified.

The new “Package ID” and “Exclude Packaged Payments” search options are available for the following from the left navigation menu under “Payments”:

- Payment Search
- Manual Handling Search
- Certification Worklist
- Signing Worklist
- Reset Held Payments Worklist.

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2 NPS Package Payment Overview and NPS Login (Continued)

B NPS Login

State or County Office employees **must** have the following:

- a valid eAuthentication user ID and password or LincPass credentials to login
- established roles by FSA security to access the NPS web site.

County Office employees shall log into NPS according to 1-FI, paragraph 136.

3 Manual Handling Worklist

A County Selection - Manual Handling Worklist Screen

To review the Manual Handling Worklist for a County Office, from the left navigation menu under “Payments”, CLICK “**Manual Handling Worklist**”. The following County Selection - Manual Handling Worklist Screen will be displayed.

From the “County” drop-down list, select the appropriate State and county and CLICK “**Search**”. Multiple counties may be displayed in the drop-down list based on the certifying official’s security access.

The screenshot displays the National Payment Service web application interface. At the top, the USDA United States Department of Agriculture Farm Service Agency logo is on the left, and the title "National Payment Service" is on the right. Below the logo is a navigation bar with links: NPS Home, About NPS, Help, Contact Us, Exit NPS, and Logout of eAuth. The main content area is titled "County Selection - Manual Handling Worklist" and includes a "Help" icon. A message states: "All required fields are denoted by an asterisk (*)." Below this is a form field labeled "* County:" with a dropdown menu currently showing "Select County". There are three buttons: "Search", "Reset", and "Exit". On the left side, there is a navigation menu with sections: "NPS Menu" (Welcome John Doe, Treasury Disbursement Replacement), "Payments" (Payments Search, Manual Handling Worklist, Manual Handling Search, Certification Worklist, Signing Worklist, Reset Held Payments Worklist), and "Go To" (Payments Admin, Financial Services, NRRS, eFMS, OLP, Financial Inquiries, E-Forms). At the bottom left, the text "NPS-WEB007" is visible, and at the bottom right, there is a "Back To Top ^" link.

3 Manual Handling Worklist (Continued)

B Manual Handling Worklist Search Screen

From the left navigation menu under “Payments”, the “Manual Handling Search” option allows County Offices to filter the Manual Handling Worklist Search Screen.

Additional search criteria are described in 1-FI, paragraph 138. The packaged payments functionality has added the following 2 additional search criteria options:

- “**Package ID**” that allows users to search for a specific package ID that is a unique number assigned to the package by NPS
- “**Exclude Packaged Payments**” checkbox that allows users to exclude all packaged payments from the search results.

Manual Handling WorkList Search Help

Search by County:
All required fields are denoted by an asterisk (*).
* County:
* Issue Date: From (mm/dd/yyyy): To (mm/dd/yyyy):
Payment Status:
Additional Criteria: None
 Exclude Packaged Payments
 Package ID:
 Tax ID:
 DUNS Number:
 Program Alpha Code:
 Program Area:
 Reference:
 Reference Number:
 Reference Number Range: To

Search by ID:
All required fields are denoted by an asterisk (*).
* Payment ID:

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3 Manual Handling Worklist (Continued)

C Manual Handling Worklist Screen and Package Manual Handling Worklist Screen

The Manual Handling Worklist Screen will retrieve payments based on their State/county or search criteria specified on the Manual Handling Worklist Search Screen. The Manual Handling Worklist Screen will be displayed with both individual and packaged payments, **unless** the “Exclude Packaged Payments” option was clicked on the Manual Handling Worklist Search Screen.

Packaged payments will display a “Package” link. To process manual handling for packaged payments, **CLICK** the “**Package**” link. Individual payments will list the type of manual handling required.

The screenshot displays the 'Manual Handling Worklist' interface. On the left is a navigation menu with sections: 'NPS Menu' (Welcome John Doe, Treasury Disbursement Replacement), 'Payments' (Payments Search, Manual Handling Worklist, Manual Handling Search, Certification Worklist, Signing Worklist, Reset Held Payments Worklist), and 'Go To' (Financial Services, NRRS, eFMS, OLP, Financial Inquiries, E-Forms). The main content area shows search results for 'State / County = TX (48) - LUBBOCK (303)'. It lists two items:

- Item 1:** Producer, Tax ID: S, [Package](#) (highlighted with a red arrow), Payment ID: [XXXX], Amount (\$): 6.25, State / County: TX (48) - LUBBOCK (303), Program: 14SUNRMAL, Issue Date: 05/20/2015, PPI Start Date: 06/19/2015, Primary Reference: LN - 2, Package ID: 56.
- Item 2:** Producer, Tax ID: S, Payment ID: [XXXX], Amount (\$): 7, State / County: TX (48) - LUBBOCK (303), Program: 15RICELN, Issue Date: 06/09/2015, PPI Start Date: 07/09/2015, Primary Reference: LN - 0, [Alternate Payee](#) (highlighted with a red arrow), and a [Reset Payment Processing](#) link.

At the bottom of the screen, there is a 'Back' button, the identifier 'NPS-WEB009', and a 'Back To Top ^' link.

3 Manual Handling Worklist (Continued)

C Manual Handling Worklist Screen and Package Manual Handling Worklist Screen (Continued)

When users CLICK the “Package” link, the Package Manual Handling Worklist Screen will be displayed. Each payment in the package that requires manual handling will be displayed. The packaged payments functionality has added 3 fields:

- “**Package ID**” number displayed at the bottom of each payment for a specific package ID that is a unique number assigned to the package by NPS
- “**Package Count**” that displays the total number of payments in the package
- “**Package Total (\$)**” that displays the total dollar amount of payments in the package.

For the following Package Manual Handling Worklist Screen example, CLICK the “**Alternate Payee**” link to process the packaged payment according to 1-FI, paragraph 138.

Note: The Package Manual Handling Worklist Screen will be displayed with the “**Hold Package for Cancel by Program**” button. If any of the individual packaged payments require cancellation, the entire package **must** be placed in “Hold” status.

The processed payment will be removed from the Package Manual Handling Worklist Screen, but the “Package Count” and “Package Total (\$)” will remain the same.

NPS Menu
Welcome John Doe
Treasury Disbursement Replacement
Payments
Payments Search
Manual Handling Worklist
Manual Handling Search
Certification Worklist
Signing Worklist
Reset Held Payments Worklist
Go To
Financial Services
NRRS
eFMS
OLP
Financial Inquiries
E-Forms

Package Manual Handling WorkList Printer Friendly Help

Your Request: State / County = TX (48) - LUBBOCK (303), Issue Date = From 05/16/2015 to 06/16/2015, Payment Status = Alternate Payee. Click [here](#) to change search parameters.

1. **Producer** Tax ID: S
Payment ID: XXXX **Amount (\$):** 516.25 **State / County:** TX (48) - LUBBOCK (303)
Program: 14SUNRMAL **Issue Date:** 05/20/2015 **PPI Start Date:** 06/19/2015
Primary Reference: LN - 2
Package ID: 56
[Alternate Payee](#) [Reset Payment Processing](#)

Package Count: 2
Package Total (\$): 518.84

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3 Manual Handling Worklist (Continued)

C Manual Handling Worklist Screen and Package Manual Handling Worklist Screen (Continued)

IF...	THEN...
other special processing is required for the package on the Package Manual Handling Worklist Screen	NPS will display the next special processing item for the package ID.
no other special processing is required for the package	the Manual Handling Worklist Screen will be displayed.

After the manual handling processing has been saved on the applicable payment processing screen, an informational message will be displayed on the Manual Handling Worklist Screen.

In this example, the screen displayed the confirmation message:

“Informational: Alternate Payee (Payment ID: [XXXX] information has been saved successfully.”

After all special processing is completed for a payment the payment will no longer be displayed on the Manual Handling Worklist Screen. The package is now ready for certification.

Note: Manual handling **must** be completed for all payments within a package before any of the payments can be certified.

The screenshot shows the NPS Manual Handling Worklist interface. On the left is a navigation menu with sections: NPS Menu (Welcome John Doe, Treasury Disbursement Replacement), Payments (Payments Search, Manual Handling Worklist, Manual Handling Search, Certification Worklist, Signing Worklist, Reset Held Payments Worklist), and Go To (Financial Services, NRRS, eFMS, OLP, Financial Inquiries, E-Forms). The main content area has a blue header 'Manual Handling WorkList' with 'Printer Friendly' and 'Help' icons. Below the header is an informational message: 'Informational: Alternate Payee (Payment ID: [XXXX]) information has been saved successfully.' Below this is a search summary: 'Your Request: State / County = TX (48) - LUBBOCK (303), Issue Date = From 05/16/2015 to 06/16/2015, Payment Status = Alternate Payee. Click here to change search parameters.' It shows 'One item found.1 [Refresh]'. The item details are: 1. Producer, Tax ID: S, Payment ID: [XXXX], Amount (\$): 7, State / County: TX (48) - LUBBOCK (303), Program: 15RICELN, Issue Date: 06/09/2015, PPI Start Date: 07/09/2015, Primary Reference: LN - 0. There are links for 'Alternate Payee' and 'Reset Payment Processing'. At the bottom, there is another 'One item found.1 [Refresh]' and a 'Back' button. The footer contains 'NPS-WEB009' and 'Back To Top ^'.

4 Certification Worklist

A County Selection - Certification Worklist Screen

To certify payments, from the left navigation menu under “Payments”, CLICK “**Certification Worklist**”. The County Selection - Certification Worklist Screen will be displayed. From the “County” drop-down list, select the appropriate State and county. Multiple counties may be displayed in the drop-down list based on the certifying official’s security access.

The certifying official may limit search results by selecting additional search criteria described in 1-FI, paragraph 139. The packaged payments functionality has added the following 2 additional search criteria options:

- “**Package ID**” that allows users to search for a specific package ID that is a unique number in NPS assigned to all payments in the package
- “**Exclude Packaged Payments**” checkbox that allows users to exclude all packaged payments from the search results.

After selection, click 1 of the following:

- “**Search**”, to retrieve payment results
- “**Reset**”, to clear search criteria
- “**Exit**”, to return to NPS Home Page.

The screenshot shows the 'County Selection - Certification Worklist' interface. On the left is a navigation menu with sections: 'NPS Menu' (Welcome John Doe), 'Treasury Disbursement Replacement', 'Payments' (selected), and 'Go To'. The 'Payments' section includes links for Search, Manual Handling Worklist, Manual Handling Search, Certification Worklist, Signing Worklist, and Reset Held Payments Worklist. The 'Go To' section includes links for Payments Admin, Financial Services, NRRS, eFMS, OLP, Financial Inquiries, and E-Forms. The main content area has a blue header with the title and a 'Help' icon. Below the header, it states 'All required fields are denoted by an asterisk (*)'. The 'County' field is a dropdown menu. Under 'Additional Criteria', there are radio buttons for 'None' (selected), 'Package ID', 'Tax ID', 'DUNS Number', and 'Program Area'. There is also a checkbox for 'Exclude Packaged Payments'. The 'Tax ID' field includes a text input and a dropdown for 'SSN (S)'. The 'Program Area' field is a dropdown menu. At the bottom are 'Search', 'Reset', and 'Exit' buttons. The footer contains 'NPS-WEB017' and a 'Back To Top' link.

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4 Certification Worklist (Continued)

B Payment Certification Worklist Screen

From the County Selection - Certification Worklist Screen, after users CLICK “**Search**”, the Payment Certification Worklist Screen will be displayed with retrieved payments available for certification. Payments are displayed in order by accounting service request date.

Individual payments that are **not** part of a package will display “Detail” next to the payment.

To certify a payment that is part of a package, CLICK the “**Package**” link next to the applicable payment.

Note: When certifying payments that are part of a package, all manual handling processing **must** be completed for all payments in the package before moving to the Certification Worklist.

The screenshot displays the 'Payment Certification Worklist' interface. On the left is a navigation menu with sections: 'NPS Menu' (Welcome, John Doe), 'Treasury Disbursement Replacement', 'Payments' (Payments Search, Manual Handling Worklist, Manual Handling Search, Certification Worklist, Signing Worklist, Resat Held Payments Worklist), and 'Go To' (Financial Services, NRRS, eFMS, OLP, Financial Inquiries, E-Firms). The main content area shows search results for 'TX (48) - MEDINA (325)'. It lists 33 items, with 1 to 10 displayed. Three items are highlighted with red arrows pointing to their respective links:

- Item 29: ABC Tax ID: E [Detail](#)
- Item 30: Producer Tax ID: E [Detail](#)
- Item 31: TEXAS CORN PRODUCERS BOARD Tax ID: E [Package](#)
- Item 32: FSA & NRC&S RD ADMINISTRATIVE OFFICE & USDA ARS Tax ID: E [Package](#)

Each item entry includes fields for Payment ID, Amount (\$), State / County, Program, Issue Date, and Primary Reference. Package ID is also shown for items 31 and 32.

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4 Certification Worklist (Continued)

C Package Payments Certification Worklist Screen

From the Payment Certification Worklist Screen, after users CLICK the “Package” link, the Package Payments Certification Worklist Screen will be displayed with each payment in the selected package.

The following new fields will be displayed:

- “**Package ID**” number displayed at the bottom of each payment for a specific package ID that is a unique number assigned to the package by NPS
- “**Package Count**” that displays the total number of payments in the package
- “**Package Total (\$)**” that displays the total dollar amount of payments in the package.

Note: Other Certification Worklist field information is described in 1-FI, paragraph 139.

NPS Menu
Welcome John Doe
Treasury Disbursement Replacement
Payments
Payments Search
Manual Handling Worklist
Manual Handling Search
Certification Worklist
Signing Worklist
Reset Hold Payments Worklist
Go To
Financial Services
NRRS
eFMS
OLP
Financial Inquiries
E-Forms

Package Payments Certification WorkList

Printer Friendly Help

Your Request: State / County = TX (48) - MEDINA (325), Package ID = 70 Click [here](#) to change search parameters.

1. Producer	Tax ID:	S Detail
Payment ID	Amount (\$): 5	State / County: TX (48) - MEDINA (325)
Program: 14CORNRMAL	Issue Date: 05/27/2015	
Primary Reference: LN - 2		
Package ID: 70		
2. State Assessment	Tax ID:	E Detail
Payment ID:	Amount (\$): 2	State / County: TX (48) - MEDINA (325)
Program: 14CORNRMAL	Issue Date: 05/03/2015	
Primary Reference: LN - 2		
Package ID: 70		
3. Service Fee		E Detail
Payment ID	Amount (\$): 2	State / County: TX (48) - MEDINA (325)
Program: 14CORNRMAL	Issue Date: 05/27/2015	
Primary Reference: LN - 2		
Package ID: 70		

Package Count: 3
Package Total (\$): 9

[Back](#) [Hold Package for Cancel by Program](#)

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4 Certification Worklist (Continued)

C Package Payments Certification Worklist Screen (Continued)

From the Package Payments Certification Worklist Screen, click 1 of the following:

- “Detail”, to view detailed information related to the payment and take appropriate action
- “Back”, to return to the Payment Certification Worklist
- “Hold Package for Cancel by Program”, to place **entire package** in “Hold” status until further research can be completed.

D Payments Certification Approval Screen

From the Package Payments Certification Worklist Screen, when users CLICK the “Detail” link, the Payment Certification Approval Screen will be displayed with detail about the selected individual packaged payment and the package ID.

Note: Other payment information is described in 1-FI, paragraph 139.

Payment Certification Approval Printer Friendly Help

Informational: Individual payment requests cannot be cancelled. If the payment requests belonging to this package require cancellation, please return to the package work list to hold them for cancellation.

Producer: **Tax ID:** S
Payment ID: **State / County:** TX (48) - MEDINA (325)
Program: 14CORNRMAL **Issue Date:** 05/27/2015 **PPI Start Date:** 06/13/2015
Primary Reference: LN - 2
Package ID: 70 ←

Transaction Summary:		Amount (\$)
Original Payment		590.37
Disbursement Payee Information		590.37
Producer 111 Any Street City, State 11111-1111		

Action :

Defer
 Approve
 Reset Payment Processing
 Reset Address

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4 Certification Worklist (Continued)

D Payments Certification Approval Screen (Continued)

The following informational message will be displayed on the Payment Certification Approval Screen to remind the certifying official that packaged payments **must** be placed in “Hold” status for cancellation together on the Package Payments Certification Worklist Screen and **cannot** be held individually on the Payment Certification Approval Screen:

“Informational: Individual payment requests cannot be cancelled. If the payment requests belonging to this package require cancellation, please return to the package work list to hold them for cancellation.”

Click 1 of the following options:

- **“Defer”** (default), leaves payment on the Certification Worklist for later processing
- **“Approve”**, accepts the payment as being proper, due, and payable as displayed
- **“Reset Payment Processing”**, the individual packaged payment will **not** be accepted

Note: If the certifying officer has determined an error in the payment request or wants to apply offsets differently, this will remove all prior special processing from payment request.

- **“Reset Address”**, to reset address using customer information provided by Financial Services.

Note: This will reset address information for the customer, bankruptcy trustee, assignee, and County Office address. If the customer has a foreign address, that address will also be reset, moving the payment back to the Manual Handling Worklist.

After clicking the applicable action, click 1 of the following:

- **“Submit”**, to certify the individual payment and return certifying official to the Package Payments Certification Worklist Screen until all payments associated with the package have been certified
- **“Submit and Continue”**, to certify the individual packaged payment and display the detail for the next payment on the Certification Worklist
- **“Exit”**, returns user to the Package Payments Certification Worklist Screen without certifying.

4 Certification Worklist (Continued)

D Payments Certification Approval Screen (Continued)

After the payment has been approved and submitted, the following confirmation message will be displayed on the Payment Certification Approval Screen stating the payment ID has been certified successfully. The next payment ID in the package will then be displayed for approval.

“**Informational: Payment (Payment ID: XXXX) has been certified successfully**”.

The screenshot displays the 'Payment Certification Approval' interface. On the left is an 'NPS Menu' with options like 'Welcome John Doe', 'Treasury Disbursement Replacement', 'Payments', 'Go To', and 'Financial Services'. The main content area features a confirmation message: 'Informational: Payment (Payment ID: XXXX) has been certified successfully.' Below this, payment details are listed: 'State Assessment', 'Tax ID: E', 'Payment ID: XXXX', 'State / County: TX (48) - MEDINA (325)', 'Program: 14CORNRMAL', 'Issue Date: 06/03/2015', 'PPI Start Date: 06/03/2015', 'Primary Reference: LN - 20003', and 'Package ID: 70'. A 'Transaction Summary' table shows 'Original Payment' for '2.79'. 'Disbursement Payee Information' includes 'State Assessment' at '111 Any Street, Any City, Any State 11111-1111'. An 'Action' section has radio buttons for 'Deter', 'Approve', 'Reset Payment Processing', and 'Reset Address'. At the bottom are 'Submit', 'Submit and Continue', and 'Exit' buttons.

Transaction Summary	Amount (\$)
Original Payment	2.79

Disbursement Payee Information	Amount (\$)
State Assessment 111 Any Street Any City, Any State 11111-1111	2.79

4 Certification Worklist (Continued)

D Payments Certification Approval Screen (Continued)

The certifying official will receive a confirmation message for each approved and submitted payment request in the package ID.

NPS Menu
Welcome: John Doe
Treasury Disbursement Replacement
Payments
Payments Search
Manual Handling Worklist
Manual Handling Search
Certification Worklist
Signing Worklist
Reset Held Payments Worklist
Go To
Financial Services
NPRS
eFMS
OLP
Financial Inquiries
E-Forms

Payment Certification Approval Printer Friendly Help

Informational: Payment (Payment ID:XXXX) has been certified successfully.

Individual payment requests cannot be cancelled. If the payment requests belonging to this package require cancellation, please return to the package work list to hold them for cancellation.

Service Fee Tax ID: E
Payment ID: XXXX **State / County:** TX (48) - MEDINA (325)
Program: 14CORNNRMAL **Issue Date:** 05/27/2015 **PPI Start Date:** 05/27/2015
Primary Reference: LN - 2
Package ID: 70

Transaction Summary:

	Amount (\$)
Original Payment	2.98

Disbursement Payee Information 2.98

Service Fee
111 Any Street
Any City, Any State 11111-1111

Action :

- Defer
- Approve
- Reset Payment Processing
- Reset Address

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4 Certification Worklist (Continued)

D Payments Certification Approval Screen (Continued)

When the user has approved and submitted all payments in the package ID, the County Selection - Certification Worklist Screen will be displayed. The package is now ready for signing.

NPS Menu
Welcome John Doe
Treasury Disbursement Replacement
Payments
Payments Search
Manual Handling Worklist
Manual Handling Search
Certification Worklist
Signing Worklist
Reset Held Payments Worklist
Reports
SPS Worklist
SPS History

County Selection - Certification Worklist Help

i Informational: Payment (Payment ID) has been certified successfully.

All required fields are denoted by an asterisk (*).

County: Select County

Additional Criteria: None
 Exclude Packaged Payments
 Package ID:
 Tax ID: SSN (S)
 DUNS Number:
 Program Alpha Code:
 Program Area: Select Program Area

Search Reset Exit

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5 Signing Worklist

A County Selection - Signing Worklist Screen

To sign payments, from the left navigation menu under “Payments”, CLICK “**Signing Worklist**”. The County Selection - Signing Worklist Screen will be displayed. From the “County” drop-down list, select desired State and county. Multiple counties may be displayed in the drop-down list as determined by the signing official’s security access.

The signing official may view all pending payments awaiting signing or limit search results to either of the following:

- “**Package ID**” that allows users to search for a specific package ID that is a unique number assigned in NPS to all payments in the package
- “**Exclude Packaged Payments**” checkbox that allows users to exclude all packaged payments from the search results.

After selection, click 1 of the following:

- “**Search**”, to retrieve payment results
- “**Reset**”, to clear search criteria
- “**Exit**”, to return to NPS Home Page.

Note: Other Signing Worklist search limit options are described in 1-FI, paragraph 140.

The screenshot displays the 'County Selection - Signing Worklist' interface. On the left is the 'NPS Menu' with sections for 'Welcome John Doe', 'Treasury Disbursement Replacement', 'Payments' (with sub-items like 'Payments Search', 'Manual Handling Worklist', etc.), and 'Go To' (with sub-items like 'Financial Services', 'NRRS', etc.). The main content area has a blue header and contains the following elements: a note that 'All required fields are denoted by an asterisk (*)', a 'County' dropdown menu set to 'TX (48) - MEDINA (325)', 'Additional Criteria' with radio buttons for 'None' (selected) and 'Exclude Packaged Payments', a 'Package ID' text input field containing '70', a 'Tax ID' section with a text input and a dropdown for 'SSN (S)', 'DUNS Number' and 'Program Alpha Code' text input fields, and a 'Program Area' dropdown menu set to 'Select Program Area'. At the bottom are 'Search', 'Reset', and 'Exit' buttons. The footer includes 'NPS-WEB020' and a 'Back To Top ^' link.

5 Signing Worklist (Continued)

B Payment Signing Worklist Screen

If no additional search criteria were selected from the County Selection - Signing Worklist Screen, the search results will be displayed on the Payment Signing Worklist Screen with all applicable individual and packaged payments for the Signing Worklist.

The signing official shall CLICK the “**Package**” link next to the applicable packaged payment to display the Package Payments Signing Worklist Screen.

Note: Individual payments will display a “Detail” link next to the payment.

The screenshot displays the 'Payment Signing Worklist' interface. On the left is a navigation menu with sections: 'NPS Menu' (Welcome John Doe, Treasury Disbursement Replacement), 'Payments' (Payments Search, Manual Handling Worklist, Manual Handling Search, Certification Worklist, Signing Worklist, Reset Held Payments Worklist), and 'Go To' (Financial Services, NRRS, FMS, OLP, Financial Inquiries, E-Forms). The main content area shows a list of four payments. Each entry includes BOB, Tax ID, Payment ID, Amount (\$), State / County, Program, Issue Date, Primary Reference, Certified By, and options for Receivables, Other Agency Offset, and Alternate Payee. Action buttons for Approve, Dispute, and Defer are present for each. The fourth payment is highlighted in grey, and a red arrow points to the 'Package' link next to its Tax ID.

Payment Signing WorkList Printer Friendly Help

Your Request: State / County = KS (20) - Sheridan (179). Click [here](#) to change search parameters.

1. BOB : Tax ID: [S Detail](#)

Payment ID: Amount (\$): 3 State / County: KS (20) - Sheridan (179)

Program: AUTOANA Issue Date: 08/16/2013

Primary Reference: CE - 012345678901

Certified By: RB03 - 08/06/2014

Receivables: (N) Other Agency Offset: (Y) Alternate Payee: (N)

Approve

Dispute

Defer
2. BOB Tax ID: [S Detail](#)

Payment ID: Amount (\$): 100 State / County: KS (20) - Sheridan (179)

Program: AUTOANA Issue Date: 08/16/2013

Primary Reference: CE - 012345678901

Certified By: RB03 - 08/06/2014

Receivables: (N) Other Agency Offset: (N) Alternate Payee: (N)

Approve

Dispute

Defer
3. BOB Tax ID: [S Detail](#)

Payment ID: Amount (\$): 100 State / County: KS (20) - Sheridan (179)

Program: AUTOANA Issue Date: 08/16/2013

Primary Reference: CE - 012345678901

Certified By: RB03 - 08/06/2014

Receivables: (N) Other Agency Offset: (N) Alternate Payee: (N)

Approve

Dispute

Defer
4. BOB : Tax ID: [S Package](#)

Payment ID: Amount (\$): 1 State / County: KS (20) - Sheridan (179)

Program: 14WHTNRMALL Issue Date: 07/31/2014

Primary Reference: CE - 012345678901 Secondary Reference: TC - 012345678888

Certified By: RB03 - 07/31/2014 Package ID: 3553692

Receivables: (N) Other Agency Offset: (N) Alternate Payee: (N)

5 Signing Worklist (Continued)

C Package Payments Signing Worklist Screen

If the “Package ID” was entered in the “Additional Criteria” section, only the payments for the specific package ID will be displayed on the Package Payments Signing Worklist Screen.

From the Package Payments Signing Worklist Screen, the signing official shall view payment information. After verification, click the appropriate action and CLICK “Submit Package”.

The screenshot displays the 'Package Payments Signing Worklist' interface. On the left is a navigation menu with sections: 'NPS Menu' (Welcome, John Doe, Treasury Instruments Replacement), 'Payments' (Payments Search, Manual Handling Worklist, Certification Worklist, Signing Worklist, Reset Held Payments Worklist), and 'Go To' (Financial Services, NRSIS, eFMS, OLP, Financial Inquiries, E-Forms). The main content area has a blue header with the title and 'Printer Friendly' and 'Help' links. Below the header is an informational message: 'Informational: Approving the package will put all the payments associated with this package in "Signed" status.' A search summary states: 'Your Request: State / County = TX (48) - MEDINA (325), Package ID = 70. Click here to change search parameters.' The main list contains three items:

- 1. Producer** Tax ID: S [Detail](#) (indicated by a red arrow). Payment ID: Amount (\$): 7 State / County: TX (48) - MEDINA (325). Program: 14CORNNRMAL Issue Date: 05/27/2015. Primary Reference: LN - 2. Certified By: CK01 - 05/05/2015 Payment Status: Signing Approval. Package ID: 70. Receivables: (N) Other Agency Offset: (N) Alternate Payee: (N)
- 2. State Assessment** Tax ID: E [Detail](#). Payment ID: Amount (\$): 0 State / County: TX (48) - MEDINA (325). Program: 14CORNNRMAL Issue Date: 05/03/2015. Primary Reference: LN - 2. Certified By: CK018670 - 05/05/2015 Payment Status: Signing Approval. Package ID: 70. Receivables: (N) Other Agency Offset: (N) Alternate Payee: (N)
- 3. Service Fee** Tax ID: E [Detail](#). Payment ID: Amount (\$): 0 State / County: TX (48) - MEDINA (325). Program: 14CORNNRMAL Issue Date: 05/27/2015. Primary Reference: LN - 2. Certified By: CK018670 - 05/05/2015 Payment Status: Signing Approval. Package ID: 70. Receivables: (N) Other Agency Offset: (N) Alternate Payee: (N)

Summary statistics at the bottom of the list:

- Package Count: 3 (indicated by a red arrow)
- Package Total (\$): 25

At the bottom of the screen are radio buttons for 'Approve', 'Dispute', and 'Defer', and 'Submit Package' and 'Back' buttons.

5 **Signing Worklist (Continued)**

C Package Payments Signing Worklist Screen (Continued)

Although packaged payments are individual payments with a unique payment ID for each, packaged payments are all signed together, at the package level.

An informational message will be displayed to remind users that clicking “Approve” and “Submit Package” will sign every payment in the package. The Package Payments Signing Worklist Screen will display the following information message:

“Informational: Approving the package will put all the payments associated with this package in ‘Signed’ status.”

Click 1 of the following actions:

- **“Approve”**, signs **all** payments in the package as being proper, due, and payable as displayed
- **“Dispute”**, none of the payments in the package will be accepted

Note: This action removes certification from the packaged payments. Certifying official will have to return to the Payment Certification Worklist to resolve issues and reprocess the applicable packaged payments.

- **“Defer”** (default), leaves payment on the Package Payments Signing Worklist for later processing.

After signing official has clicked applicable action, click either of the following:

- **“Submit Package”**, to accept the selected action and receive the confirmation results
- **“Back”**, to take no action and return to the County Selection - Signing Worklist Screen.

Note: Packaged payments remain certified, but **not** signed, until “Approve” or “Disputed” action is clicked and users CLICK “Submit Package”.

In addition to the fields described in 1-FI, paragraph 140 for the Signing Worklist, the following fields have been added to the Package Payments Signing Worklist Screen:

- **“Package ID”** number displayed at the bottom of each payment for a specific package ID that is a unique number assigned to the package by NPS
- **“Package Count”** that is the total number of payments in the package, displayed following the payments list
- **“Package Total (\$)”** that is the total dollar amount of payments in the package, displayed following the payments list.

5 Signing Worklist (Continued)

D Package Payment Details Screen

From the Package Payments Signing Worklist Screen, the signing official has the option to view payment detail for each payment before approving and submitting package by clicking the “Detail” link. The Package Payment Details Screen will be displayed.

The Package Payment Details Screen is **read-only**. To return to the Package Payments Signing Worklist Screen, CLICK “Exit”.

The screenshot displays the 'Package Payment Details' screen. On the left is a navigation menu with sections: 'NPS Menu' (Welcome, Jobs Due, Treasury Disbursement Replacement), 'Payments' (Payments Search, Manual Handling Worklist, Manual Handling Search, Certification Worklist, Signing Worklist, Reset Held Payments Worklist), and 'Go To' (Financial Services, IATRS, eFMS, OLP, Financial Inquiries, E-Forms). The main content area shows the following details:

- Producer:** Tax ID: S
- Payment ID:** Amount (\$): 5 State / County: TX (48) - MEDINA (325)
- Program:** 14CORINRMAL Issue Date: 05/27/2015 PPI Start Date: 05/13/2015
- Primary Reference:** LN - 2
- Payment Status:** Signing Approval Certified By: CK018 - 06/08/2015
- Package ID:** 70

Transaction Summary:

	Amount (\$)
Original Payment	5

Disbursement Payee Information:

Producer	5
111 Any Street	
City, State 11111-1111	

At the bottom left of the main content area is an 'Exit' button. At the bottom of the screen, the text 'NPS-WEB111' is on the left and 'Back To Top ^' is on the right.

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5 Signing Worklist (Continued)

E Package Payments Signing Confirmation Screen

After the packaged payments have been approved and submitted by the signing official, the Package Payments Signing Confirmation Screen will be displayed with “Signed”. CLICK “Sign More Payments”.

IF...	THEN the...
more payments are available for signing	Package Payments Signing Worklist Screen will be displayed.
there are no more payments to be signed	County Selection - Signing Worklist Screen will be displayed.

Package Payments Signing Confirmation Printer Friendly Help

Signed: ←

- 1. Producer** Tax ID: S
 Payment ID: Amount (\$): 5 State / County: TX (48) - MEDINA (325)
 Program: 14CORNNRMAL Issue Date: 05/27/2015
 Primary Reference: LN - 2
 Initial Reviewer: CK01 Final Reviewer: BT018
 Package ID: 70
- 2. State Assessment** Tax ID: E
 Payment ID: Amount (\$): 2 State / County: TX (48) - MEDINA (325)
 Program: 14CORNNRMAL Issue Date: 05/03/2015
 Primary Reference: LN - 2
 Initial Reviewer: CK01 Final Reviewer: BT018
 Package ID: 70
- 3. Service Fee** Tax ID: E
 Payment ID: 43956237 Amount (\$): 2 State / County: TX (48) - MEDINA (325)
 Program: 14CORNNRMAL Issue Date: 05/27/2015
 Primary Reference: LN - 2
 Initial Reviewer: CK01 Final Reviewer: BT018
 Package ID: 70

Payment Count: 3
 Payment Total (\$): 6

[Sign More Payments](#)

6 Payments Search

A Payments Search Screen

To search for payments, from the left navigation menu under “Payments”, CLICK “**Payments Search**”. The Payment Search Screen will be displayed.

Additional search criteria options are described in 1-FI, paragraph 137. The packaged payments functionality has added the following 2 additional search criteria options:

- “**Package ID**” that allows users to search for a specific package ID that is a unique number assigned to the package by NPS
- “**Exclude Packaged Payments**” checkbox that allows users to exclude all packaged payments from the search results.

The screenshot displays the 'Payments Search' interface. On the left is a navigation menu with sections: 'NPS Menu' (Welcome John Doe, Treasury Disbursement Replacement), 'Payments' (Payments Search, Manual Handling Worklist, Manual Handling Search, Certification Worklist, Signing Worklist, Reset Held Payments Worklist), 'Sampling' (Search, Sample Tasks, Certification, Outside Sample, Disputed Payments), and 'Go To' (Payments Admin, Financial Services, NRRS, eFMS, OLP, Financial Inquiries, E-Forms, eLDP, State Office Reporting System). The main content area is titled 'Payments Search' and includes a 'Help' icon. Below the title is a note: 'To search for payments that have been Signed or Cancelled, please search FWADM for most accurate detailed information.' The 'Search by County' section contains fields for State (dropdown), County (dropdown), Issue Date (From/To date pickers), and Payment Status (dropdown). A 'Search Counties' button is present. The 'Additional Criteria' section has radio buttons for 'None', 'Exclude Packaged Payments', and 'Package ID'. Two red arrows point to the 'Exclude Packaged Payments' checkbox and the 'Package ID' text input field. Below are fields for Tax ID (with SSN dropdown), DUNS Number, Program Alpha Code, Program Area (dropdown), Reference (dropdown), Reference Number, and Reference Number Range. 'Search', 'Reset', and 'Exit' buttons are at the bottom of this section. The 'Search by Customer' section has fields for State, Issue Date, and Tax ID, with 'Search', 'Reset', and 'Exit' buttons. The 'Search by ID' section has a 'Payment ID' field with 'Search', 'Reset', and 'Exit' buttons. The footer shows 'NPS-WEB023' and a 'Back To Top' link.

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6 Payments Search (Continued)

B Payments Search Results Screen

If the “Excluded Packaged Payments” option was **not** selected, search results will include both individual and packaged payments, if applicable. Packaged payments are displayed with a “Package” link and the package ID. Individual payments will display a “Detail” link.

To view all payments in a package, CLICK the “**Package**” link next to the applicable payment.

The screenshot shows the 'Payments Search Results' interface. On the left is a navigation menu with sections: 'NPS Menu' (Welcome John Dough, Treasury Disbursement Replacement), 'Payments' (Payments Search, Manual Handling Worklist, Manual Handling Search, Certification Worklist, Signing Worklist, Reset Held Payments Worklist), and 'Go To' (Financial Services, NRRS, eFMS, OLP, Financial Inquiries, E-Forms). The main content area displays search results for 'State / County = KS (20) - Sheridan (179)' with an issue date range from 08/28/2013 to 08/28/2014. It shows 437 items found, displaying 411 to 420. The results list includes:

- 411. LOIS Tax ID: S [Package](#)
Payment ID: Amount (\$): 3 State / County: KS (20) - Sheridan (179)
Program: 14WHTNRMALL Issue Date: 08/27/2014
Primary Reference: CE - 012345678901 Secondary Reference: TC - 012345678888
Package ID: 81
- 412. JOAN Tax ID: S [Package](#) (highlighted with a red arrow)
Payment ID: Amount (\$): 1 State / County: KS (20) - Sheridan (179)
Program: 14WHTNRMALL Issue Date: 08/27/2014
Primary Reference: CE - 012345678901 Secondary Reference: TC - 012345678888
Package ID: 82 (highlighted with a red arrow)
- 413. MARK Tax ID: S [Package](#)
Payment ID: Amount (\$): 1 State / County: KS (20) - Sheridan (179)
Program: 14WHTNRMALL Issue Date: 08/27/2014
Primary Reference: CE - 012345678901 Secondary Reference: TC - 012345678888
Package ID: 82
- 414. DONALD Tax ID: S [Package](#)
Payment ID: Amount (\$): 2 State / County: KS (20) - Sheridan (179)
Program: 14WHTNRMALL Issue Date: 08/27/2014
Primary Reference: CE - 012345678901 Secondary Reference: TC - 012345678888
Package ID: 82
- 415. LOIS Tax ID: S [Package](#)
Payment ID: Amount (\$): 3 State / County: KS (20) - Sheridan (179)
Program: 14WHTNRMALL Issue Date: 08/27/2014
Primary Reference: CE - 012345678901 Secondary Reference: TC - 012345678888
Package ID: 82
- 416. BOB Tax ID: S [Detail](#)
Payment ID: Amount (\$): 1 State / County: KS (20) - Sheridan (179)
Program: 05NAP Issue Date: 08/27/2014
Primary Reference: CE - 012345678901

6 Payments Search (Continued)

C Package Payments Search Results Screen

The Package Payments Search Results Screen will be displayed.

Signed packaged payments, that include manual handling such as Prompt Payment Interest (PPI), will be displayed with the amounts included.

The following example of the Package Payments Search Results Screen displays a packaged payment containing PPI. The amount displayed in the payment includes PPI. The package total at the bottom of the screen also reflects PPI. Click either of the following:

- “Detail” link to view details of each payment in the package
- “Back” to return to the Payments Search Screen.

The screenshot displays the 'Package Payments Search Results' interface. On the left is a navigation menu with sections: 'NPS Menu' (Welcome John Dough, Treasury Disbursement Replacement), 'Payments' (Payments Search, Manual Handling Worklist, Manual Handling Search, Certification Worklist, Signing Worklist, Reset Held Payments Worklist), and 'Go To' (Financial Services, NRRS, eFMS, OLP, Financial Inquiries, E-Firms). The main content area shows a list of four payments:

Payment #	Name	Tax ID	Amount (\$)	State / County
1.	JOAN	S	59.34	KS (20) - Sheridan (179)
2.	MARK	S	39.70	KS (20) - Sheridan (179)
3.	DONALD	S	206.00	KS (20) - Sheridan (179)
4.	LOIS	S	342.00	KS (20) - Sheridan (179)

Each payment entry includes 'Payment ID', 'Program: 14WHTNRMALL', 'Issue Date: 08/28/2014', 'Primary Reference: CE - 012345678901', 'Secondary Reference: TC - 012345678888', and 'Package ID: 85'. A 'Detail' link is provided for each. At the bottom, 'Package Count: 4' and 'Package Total (\$): 647.04' are shown. A 'Back' button is located at the bottom left. Callouts indicate that the amounts shown include 'transaction amount + Prompt Pay Interest amount'.

7 Hold Package for Cancel by Program

A Package Payments Certification Worklist or Package Manual Handling Worklist Screen

Packaged payments can be placed in “Hold” status on the Package Payments Certification Worklist Screen or the Package Manual Handling Worklist Screen (subparagraph 3 C).

To place a package in “Hold” status, CLICK “Hold Package for Cancel by Program” on the applicable worklist.

Note: Individual payments from a packaged payment **cannot** be placed in “Hold” status for cancellation. If a packaged payment is selected for hold, **all** payments in the package will be placed in “Hold” status.

The screenshot displays the 'Package Payments Certification WorkList' interface. On the left is a navigation menu with sections: 'NPS Menu' (Welcome, About Us, Treasury Disbursement Replacement), 'Payments' (Payments Search, Manual Handling Worklist, Manual Handling Search, Certification Worklist, Signing Worklist, Reset Hold Payments Worklist), and 'Go To' (Financial Services, NRRS, eFMS, OLP, Financial Inquiries, E-Forms). The main content area shows search results for 'State / County = KS (20) - Sheridan (179)'. It lists three packages:

- 1. Producer** (Tax ID: E [Detail](#)): Payment ID, Amount (\$): 0.19, State / County: KS (20) - Sheridan (179), Program: 14SORGNRMAL, Issue Date: 06/03/2015, Primary Reference: LN - 21, Package ID: 33.
- 2. Producer** (Tax ID: S [Detail](#)): Payment ID, Amount (\$): 31.75, State / County: KS (20) - Sheridan (179), Program: 14SORGNRMAL, Issue Date: 05/08/2015, Primary Reference: LN - 2, Package ID: 33.
- 3. Producer** (Tax ID: E [Detail](#)): Payment ID, Amount (\$): 0.16, State / County: KS (20) - Sheridan (179), Program: 14SORGNRMAL, Issue Date: 05/08/2015, Primary Reference: LN - 21, Package ID: 33.

Summary statistics: Package Count: 3, Package Total (\$): 32.10. At the bottom, there is a 'Back' button and a 'Hold Package for Cancel by Program' button. The footer includes 'NPS-WEB158' and a 'Back To Top' link.

7 Hold Package for Cancel by Program (Continued)

B County Selection - Certification Worklist Screen

The following is an example of the County Selection - Certification Worklist Screen that will be displayed when a packaged payment has been placed in “Hold” status. The following informational message will be displayed:

“Informational: Packaged (ID: [XX]) payments are put on hold for cancel by program.”

Packaged payments placed in “Hold” status for program cancel will be available on the Reset Held Payments Worklist.

Note: All payments from the selected package ID will be placed in “Hold” status.

The screenshot displays the 'County Selection - Certification Worklist' interface. On the left is a vertical 'NPS Menu' with sections for 'Welcome John Doe', 'Treasury Disbursement Replacement', 'Payments' (including Payments Search, Manual Handling Worklist, Manual Handling Search, Certification Worklist, Signing Worklist, and Reset Held Payments Worklist), and 'Go To' (including Financial Services, NRRS, eFMS, OLP, Financial Inquiries, and E-Forms). The main content area features a blue header with the title and a 'Help' icon. Below the header is a purple informational message box: 'Informational: Packaged (ID: 81) payments are put on hold for cancel by program.' Underneath, a note states 'All required fields are denoted by an asterisk (*)'. The search criteria include: 'County: Select County' (dropdown), 'Additional Criteria' with radio buttons for 'None' (selected), 'Exclude Packaged Payments' (checkbox), 'Package ID:' (text input), 'Tax ID:' (text input and 'SSN (S)' dropdown), 'Program Alpha Code:' (text input), and 'Program Area:' (dropdown menu with 'Select Program Area'). At the bottom are 'Search', 'Reset', and 'Exit' buttons.

8 Reset Held Payments Worklist

A Reset Held Payment Search Screen

Packaged payments that have been placed in “Hold” status for cancel by program can be reset and modified.

To remove “Hold” status from packaged payments, from the left navigation menu under “Payments”, CLICK “**Reset Held Payments Worklist**”. The Reset Held Payments Search Screen will be displayed. Users can search for specific payment requests by entering additional search criteria.

Additional search criteria options are described in 1-FI, paragraph 141. The following additional search criteria options have been added for packaged payments:

- “**Exclude Packaged Payments**” checkbox, to display no packaged payments
- “**Package ID**”, to search for a specific package ID that is a unique number assigned to the package by NPS.

After selections are made, CLICK “**Search**”.

Reset Held Payment Search Help

Search by County:
All required fields are denoted by an asterisk (*).
* County: KS (20) - Sheridan (179)
* Issue Date: From (mm/dd/yyyy): 08/7/2014 To (mm/dd/yyyy): 06/08/2015

Additional Criteria:

- None
- Exclude Packaged Payments
- Package ID:
- Tax ID:
- DUNS Number:
- Program Alpha Code:
- Program Area:
- Reference:
- Reference Number:
- Reference Number Range:

Search Reset Exit

Search by ID:
All required fields are denoted by an asterisk (*).
* Payment ID:

Search Reset Exit

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8 Reset Held Payments Worklist (Continued)

B Reset Held Payment Search Results Screen

Held payment requests matching the search criteria will be displayed on the Reset Held Payment Search Results Screen. Search results may include packaged and individual payments. Individual payments will display a “Reset Payment” link next to the payment and packaged payments will display a “Package” link.

To reset a packaged payment, CLICK the “**Package**” link next to the applicable packaged payment.

Note: To reset an individual payment, CLICK the “**Reset Payment**” link next to the applicable individual payment.

Reset Held Payment Search Results Printer Friendly Help

Your Request: State / County = KS (20) - Sheridan (179), Issue Date = From 08/27/2014 to 08/27/2014. Click [here](#) to change search parameters.

6 items found, displaying all items 1 [\[Refresh\]](#)

1.	JOAN	Tax ID:	S Package
	Payment ID:	Amount (\$):	1,042.00 State / County: KS (20) - Sheridan (179)
	Program:	Issue Date:	14WHTNRMAL 08/27/2014
	Primary Reference:	Secondary Reference:	CE - 012345678901 TC - 012345678888
	Package ID:		81
2.	MARK	Tax ID:	S Package
	Payment ID:	Amount (\$):	24.00 State / County: KS (20) - Sheridan (179)
	Program:	Issue Date:	14WHTNRMAL 08/27/2014
	Primary Reference:	Secondary Reference:	CE - 012345678901 TC - 012345678888
	Package ID:		81
3.	DONALD	Tax ID:	S Package
	Payment ID:	Amount (\$):	6.00 State / County: KS (20) - Sheridan (179)
	Program:	Issue Date:	14WHTNRMAL 08/27/2014
	Primary Reference:	Secondary Reference:	CE - 012345678901 TC - 012345678888
	Package ID:		81
4.	LOIS	Tax ID:	S Package
	Payment ID:	Amount (\$):	2.00 State / County: KS (20) - Sheridan (179)
	Program:	Issue Date:	14WHTNRMAL 08/27/2014
	Primary Reference:	Secondary Reference:	CE - 012345678901 TC - 012345678888
	Package ID:		81
5.	BOB	Tax ID:	S Reset Payment
	Payment ID:	Amount (\$):	4.00 State / County: KS (20) - Sheridan (179)
	Program:	Issue Date:	05NIAP 08/27/2014
	Primary Reference:		CE - 012345678901
6.	BOB	Tax ID:	S Reset Payment
	Payment ID:	Amount (\$):	600.00 State / County: KS (20) - Sheridan (179)
	Program:	Issue Date:	05NIAP 08/27/2014
	Primary Reference:		CE - 012345678901

6 items found, displaying all items 1 [\[Refresh\]](#)

[Back](#)

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8 Reset Held Payments Worklist (Continued)

C Reset Held Package Payments Search Results Screen

The following is an example of the Reset Held Package Payments Search Results Screen.

To process the reset, CLICK “**Reset Package Special Processing**”. All payments within the packaged payment will be moved to the appropriate worklist for further processing. This screen also displays the “Package Count” and “Package Total” associated with the package.

The screenshot shows the NPS Menu on the left and the main content area on the right. The NPS Menu includes sections for 'Welcome John Doe', 'Treasury Disbursement Replacement', 'Payments' (with sub-items like Payments Search, Manual Handling Worklist, etc.), and 'Go To' (with sub-items like Financial Services, NRRS, etc.). The main content area is titled 'Reset Held Package Payments Search Results' and includes a printer-friendly icon and a help icon. Below the title, it states: 'Your Request: State / County = KS (20) - Sheridan (179), Issue Date = From 05/09/2015 to 06/09/2015, Package ID = 33. Click [here](#) to change search parameters.'

The results are listed as follows:

- 1. Producer** Tax ID: [S Detail](#)
Payment ID: Amount (\$): 1.75 State / County: KS (20) - Sheridan (179)
Program: 14SORGNRMAL Issue Date: 05/08/2015
Primary Reference: LN - 2
Package ID: 33
- 2. Producer** Tax ID: [E Detail](#)
Payment ID: Amount (\$): 0.16 State / County: KS (20) - Sheridan (179)
Program: 14SORGNRMAL Issue Date: 05/08/2015
Primary Reference: LN - 2
Package ID: 33
- 3. Producer** Tax ID: [E Detail](#)
Payment ID: Amount (\$): 0.19 State / County: KS (20) - Sheridan (179)
Program: 14SORGNRMAL Issue Date: 06/03/2015
Primary Reference: LN - 2
Package ID: 33

Summary:

Package Count: 3
Package Total (\$): 2.10

Buttons: [Back](#) [Reset Package Special Processing](#)

Page Footer: NPS-WEB161 [Back To Top ^](#)

8 Reset Held Payments Worklist (Continued)

D Reset Held Payment Search Screen Confirmation

After the package has been reset, the Reset Held Payment Search Screen will be displayed with the confirmation message:

“Informational: Reset package (ID: [XX]) special processing has been done successfully.”

The screenshot displays the 'Reset Held Payment Search' interface. On the left is a navigation menu with sections: 'NPS Menu' (Welcome John Doe, Treasury Disbursement Replacement), 'Payments' (Payments Search, Manual Handling Worklist, Manual Handling Search, Certification Worklist, Signing Worklist, Reset Held Payments Worklist), and 'Go To' (Financial Services, NRRS, eFMS, OLP, Financial Inquiries, E-Forms). The main content area has a blue header 'Reset Held Payment Search' with a 'Help' icon. Below the header is a purple informational banner: 'Informational: Reset package (ID: 33) special processing has been done successfully.' The search criteria section includes: 'Search by County:' with a note 'All required fields are denoted by an asterisk (*)', a required 'County' dropdown menu, and 'Issue Date' fields for 'From (mm/dd/yyyy): 06/09/2015' and 'To (mm/dd/yyyy): 06/09/2015'. Under 'Additional Criteria', there are radio buttons for 'None', 'Exclude Packaged Payments', 'Package ID:', 'Tax ID:' (with an 'SSN (S)' dropdown), and 'DUNS Number:'.

9 Troubleshooting

A Warning Messages Overview

Some program applications, loans, and/or contracts generate multiple payments to multiple parties. When the loan or contract is successfully completed, all parties must receive payment. If the loan or contract is cancelled, all payments related to that loan or contract must also be cancelled. To track these payments and ensure they are handled correctly, NPS created packaged payments. Packaged payments are bundles of individual payments that are all dependent on the same loan or contract. NPS’s packaged payment functionality is based on 1 key concept, **packaged payments are linked together**.

Because packaged payments are linked together, they must go through the following steps together.

Step	Action
1	Pass to NPS.
2	Move through manual handling, if applicable.
3	Move through certification.
4	Signing.
5	Cancellation.

NPS does **not** allow packaged payments to be separated in the payment process. NPS will issue warnings to assist users in processing the packaged payments correctly.

Subparagraph B provides examples of some warning messages users may encounter when processing packaged payments in NPS.

Most warnings arise when 1 individual payment in a package is trying to move ahead of the other packaged payments through NPS processing.

9 Troubleshooting (Continued)

B Example Warning Messages

The following table provides warning messages that might be displayed, explanations, and resolutions.

Message Displayed	Explanation	Resolve
<p>“Warning: This package (ID: [XXXX] is not available for manual handling due to the following reasons.</p> <p>One or more payments (Payments ID(s): [XXXX]) belonging to this package are not ready for processing. The issues with these payments must be resolved before further processing of this package can resume.”</p>	<p>One or more of the payments within the package did not successfully transfer to NPS.</p>	<p>Users may hold the package for cancel by program or correct the payment and try again.</p> <p>The most common cause of this warning is a missing associated county that means the customer information provided by the program application does not match Financial Services.</p> <p>Note: Manual handling options will not be displayed.</p>
<p>“Warning: This package (ID [XXXX] is not available for certification due to the following reasons.</p> <p>One or more payments (Payments ID(s): [XXXX], [XXXX] belonging to this package are not ready for processing. The issues with these payments must be resolved before further processing of this package can resume.”</p>	<p>One or more of the payments within the package did not successfully transfer to NPS.</p>	<p>Users may hold the package for cancel by program or correct the payment and try again.</p> <p>The most common cause of this warning is a missing associated county that means the customer information provided by the program application does not match Financial Services.</p>

9 Troubleshooting (Continued)

B Example Warning Messages (Continued)

Message Displayed	Explanation	Resolve
<p>“Warning: This package (ID: XX) is not available for certification due to the following reasons.</p> <p>One or more payments (Payment ID(s): [XXXX], [XXXX]) belonging to this package are still in manual handling worklist.”</p>	<p>An individual package payment cannot be certified if another payment in the package is on the Manual Handling Worklist.</p>	<p>Do the following:</p> <ul style="list-style-type: none"> • use “Manual Handling Search” option to find the payment ID or ID’s listed • process required manual handling for packaged payment • return to the Certification Worklist to complete certification.
<p>“Warning: One or more payments (Payment ID(s): [XXXX], [XXXX]) belonging to this package (ID: [XX]) have already been certified by another user. Someone other than the Certifying Official(s) will be needed for signing.”</p>	<p>Two different users tried to certify 2 different payments within the same package.</p>	<p>Ensure that the package can be certified and signed according to the Separation of Duties requirements outlined in 1-FI, paragraph 15. Users may CLICK “Approve” to certify the package, if doing so will not violate Separation of Duties requirements.</p>
<p>“Warning: This package (ID: [XX]) is not available for signing due to the following reasons.</p> <p>One or more payments (Payments ID(s): [XXXX], [XXXX]) belonging to this package are not yet certified.”</p>	<p>An individual payment or payments in the package have not been certified.</p>	<p>The signing official will not be able to sign the packaged payment until each individual payment in the package is certified.</p> <p>The option to “Approve” payments will not be displayed.</p> <p>Users can wait until all the payments are certified or CLICK “Dispute” and “Submit Package” to return the other individual payments to the Certification Worklist.</p>
<p>“Warning: This package (ID: [XX]) is not available for signing due to the following reasons.</p> <p>One or more payments (Payments ID(s): [XXXX], [XXXX]) belonging to this package have been certified by you so you cannot sign.”</p>	<p>One or more of the payments in the package was certified by the signing official.</p>	<p>Users will not have the option to “Approve” payment on the Package Payments Signing Worklist.</p> <p>A different signing official must sign the payment or user may CLICK “Dispute” and “Submit Package” to return the individual payments in the package to the Certification Worklist.</p>