UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

For: State and County Offices

Entering Prompt Payment Interest (PPI) Reason Code in NPS After Signing

Approved by: Acting Associate Administrator for Operations and Management

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1   Overview

A   Background

The current functionality in NPS is designed to display and apply PPI reason codes to applicable payment requests on the Manual Handling Worklist.

This enhancement will prompt the user to select a PPI reason code during the signing process for payments which have become past due while awaiting processing in NPS.

Users will be prompted to select the applicable PPI reason code before the payment is submitted for processing.

B   Purpose

This notice provides instructions for selecting the applicable PPI reason code for payment requests during the signing process.

Note: These instructions only apply to payment requests that have completed the manual handling process and are on the Certification or Signing Worklists.

Disposal Date	**Distribution**
November 1, 2016	State Offices; State Offices relay to County Offices

1   Overview (Continued)

C   Contact

If there are questions about this notice, State Offices shall contact the appropriate office as follows.

Issue	Contact
Software-related problems	Contact the National Help Desk at 800-255-2434. **Note:** Select option 3 for hardware and FSA application software.

Policies or procedures for NPS	Contact either of the following:
	
	• Jackie Pickens by either of the following:
	
	   • e-mail **jackie.pickens@wdc.usda.gov**
	   • telephone at 615-277-2613
	
	• Darla Noah by either of the following:
	
	   • e-mail **darla.noah@kcc.usda.gov**
	   • telephone at 816-926-2516.

D   Log Into Website

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

2   Worklist for Signing Official

A   County Selection-Signing Worklist

The signing official shall navigate to the County Selection - Signing Worklist and enter the applicable search criteria according to 1-FI, paragraph 140.

2 Worklist for Signing Official (Continued)

B Payment Signing Worklist

To sign payment requests on the Payment Signing Worklist, the signing official shall select the applicable radio button for each request, according to 1-FI, 140, subparagraph C.

CLICK "Submit Actions for Individual Payments" to process payment requests.

The following is an example of a Payment Signing Worklist.

2 Worklist for Signing Official (Continued)

C Payment Signing Confirmation

If the signing official selects "Submit Actions for Individual Payments" and PPI is due on one or more of the submitted payment requests and a PPI reason code was not provided in manual handling, the user shall be taken to the Payment Signing Confirmation Screen displaying, "Requires Prompt Pay Reason Code" and the message:

"Warning: One or more signed payments require Prompt Pay Reason Code".

The following is an example of the Payment Signing Confirmation Screen with the warning message displayed.

2   Worklist for Signing Official (Continued)

C   Payment Signing Confirmation (Continued)

The Payment Signing Confirmation Screen will be displayed with the following fields:

- "Payment Count", total number of payments requiring a PPI reason code
- "Payment Total ($)", total dollar amount of payments that require a PPI reason code.

Once PPI reason codes have been selected for all payment requests requiring them, CLICK "Submit Prompt Pay Action" to process payments.

Note: The Payment Signing Confirmation Screen will also be displayed with the "Payment Count" and "Payment Total ($)" for payment requests that were signed, requiring no further action.

If the signing official selects "Submit Prompt Pay Action" without selecting the applicable reason codes, the following error message will be displayed on the Payment Signing Confirmation Screen:

Error: Prompt Pay Reason Code is required for payment ID 'XXXXXXXX'. Prompt Pay reason code is required for payment ID 'XXXXXXXX'. Please re-select Prompt Pay Reason Code for all the payments.

2   Worklist for Signing Official (Continued)

D   Payment Signing Confirmation for Prompt Pay Reason Code

Once PPI payment requests have been submitted by the signing official, the Payment Signing Confirmation for Prompt Pay Reason Code Screen will be displayed with the following information message: "Signed and Updated with Prompt Pay Reason Code".

The screen will display the selected PPI reason code for each payment request.

The following is an example of a Payment Signing Confirmation for Prompt Pay Reason Code Screen.
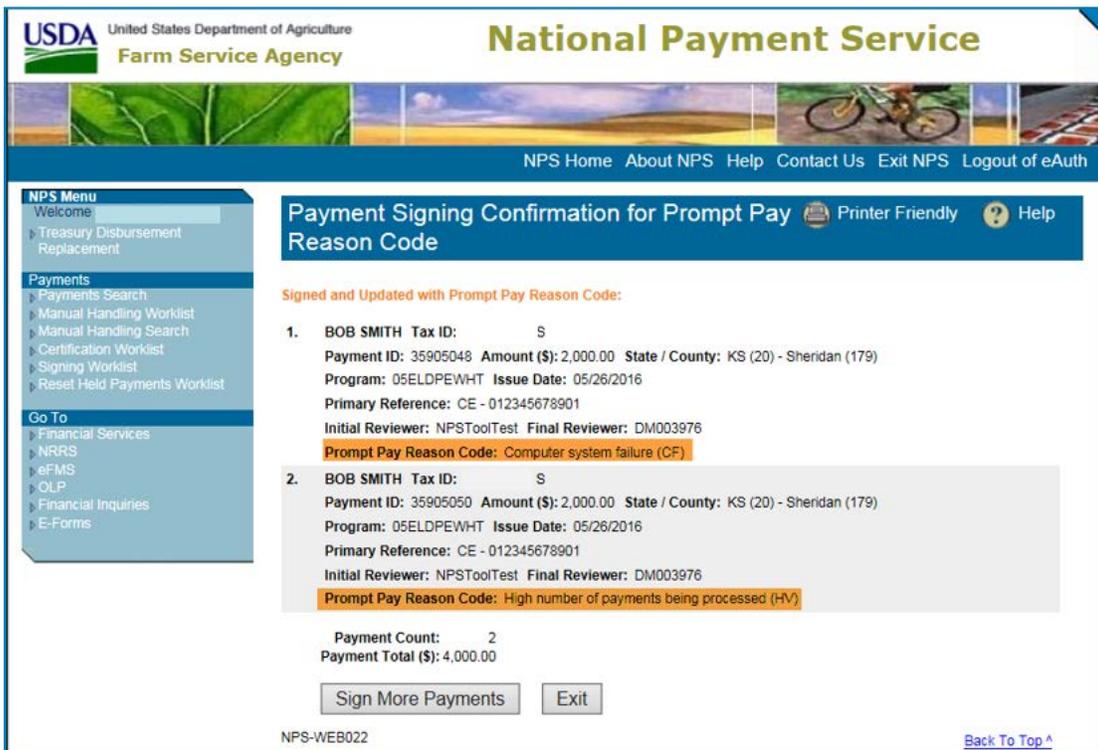
Click either of the following:

- "Sign More Payments" to return to the "Payment Signing Worklist"

- "Exit", if no other payments need to be signed, returning user to the "County Selection-Signing Worklist".

3   Packaged Payments

A   Package Payments Signing Worklist

If packaged payments require PPI reason codes, the user shall navigate to the Payment Signing Worklist and select the "Package" link for the applicable package payment.

The Package Payments Signing Worklist will then be displayed.

For package payments, the signing official shall select the applicable radio button. CLICK "Approve" and then "Submit Action for Package".

The following is an example of a Package Payments Signing Worklist.

Note: The Package Payments Signing Confirmation Screen will display the same fields stated in subparagraph 2 C.

3   Packaged Payments (Continued)

B   Packaged Payments Signing Confirmation

If the signing official selects "Submit Actions for Package" and PPI is due on the package payments, the user shall be taken to the Package Payments Signing Confirmation Screen.

The signing official shall receive the following message:
"**Warning**: One or more signed payments require Prompt Pay Reason Code".

The signing official shall select the applicable PPI reason codes and CLICK "Submit Prompt Pay Action" to process PPI payments.

The following is an example of a Package Payments Signing Confirmation Screen.

3   Packaged Payments (Continued)

C   Package Payments Signing Confirmation for Prompt Pay Reason Code

Once PPI payment requests have been submitted by the signing official, the Package Payments Signing Confirmation for Prompt Pay Reason Code Screen will be displayed with the following informational message: "Signed and Updated with Prompt Pay Reason Code".

The screen will be displayed with the selected PPI reason code for each submitted payment request.

The following is an example of a Payment Signing Confirmation for Prompt Pay Reason Code Screen.

Click either of the following:

- "Sign More Payments" to return to the Payment Signing Worklist

- "Exit", if no other payments need to be signed, returns to the County Selection-Signing Worklist.