

For: FSA Offices

Processing Payments Using the National Payment Service (NPS)

Approved by: Deputy Administrator, Management



1 Overview

A Background

NPS is a centralized, web-based accounting application that interfaces with a web-based program application to complete the payment process for the program. As existing program applications are migrated to the web environment, or new programs are developed initially as a web application, the applicable program division will determine whether the payments will be issued using NPS or the Disbursement/Check Writing function on the System 36/AS 400. Eventually, all programs will be migrated to the web and all payments will be made using NPS.

Notice FI-2626 provided an introduction to NPS and explained the levels of security access and the roles and responsibilities of each level. The State and County Office employees authorized access to NPS, and their roles, have been established in the security database.

B Purpose

This notice provides:

- a reminder of the levels of access and roles and responsibilities for each level
- instructions for County Office employees to use NPS.

Disposal Date	Distribution
March 1, 2005	All FSA Offices; State Offices relay to County Offices

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1 Overview (Continued)

C Contact

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

Issues	Contact
Software-related problems	National Help Desk at 800-255-2434 or 816-926-1552 Note: Select option 3 for software, and then option 4 for accounting.
Policies in this notice	Either of the following: <ul style="list-style-type: none">• Debbie Simmons by:<ul style="list-style-type: none">• e-mail at Debbie_Simmons@wdc.usda.gov• telephone at 703-305-1309• Jeff O'Connell by:<ul style="list-style-type: none">• e-mail at JAOCONNELL@kcc.usda.gov• telephone at 816-823-1447.

2 County Office Levels of Security Access and Roles and Responsibilities of Each Level

A Service Center Representative

The Service Center Representative is the first person to handle the processing of a payment when special processing is required. If special processing is not required, the payment will not appear on the Service Center Representative's worklist. Special processing is required for:

- prompt payment interest
- foreign person's tax withholding
- claims
- receivables
- other Agency claims.

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2 County Office Levels of Security Access and Roles and Responsibilities of Each Level (Continued)

B County Certifying Official

The County Certifying Official:

- requires that CCC-392 be on file, except when the County Certifying Official is CED
- will have a worklist of all payments that:
 - did **not** require special processing
 - had special processing completed by the Service Center Representative
- has the responsibility to:
 - hold a payment for cancellation by the program application if it is determined that the payment should not be issued
 - reset special processing done by the Service Center Representative if it is determined that the withholdings or offsets are incorrect
 - electronically certify that the payment is due and proper
 - defer certification until more information is obtained.

Certifying that the payment is due and proper is the same function as signing CCC-184 or the disbursement transaction statement.

C County Signing Official

The County Signing Official:

- requires CCC-392 be on file, except when the County Signing Official is CED
- has the responsibility to:
 - dispute the payment if the payment is not correct
 - electronically sign that the payment is due and proper
 - defer signing until more information is obtained.

Signing that the payment is due and proper is the same function as countersigning CCC-184 or signing the ACH transmission verification report, except it is done electronically. This function should usually be performed by CED or the Acting CED in CED's absence.

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2 County Office Levels of Security Access and Roles and Responsibilities of Each Level (Continued)

D Separation of Duties Requirement

The separation of duties in 1-FI, paragraph 32 applies to payments issued through NPS. NPS provides system verification that the County Certifying Official and the County Signing Official are different user ID's. If an employee is authorized to perform both roles, payments that the employee certifies will not appear on their signing worklist.

A State Office Signing Official may serve as the Signing Official for a County Office payment if there are not enough employees in the County Office to complete the payment process and maintain a separation of duties.

E Adding or Deleting Employees' Security Access

The initial security access database was established based on information provided by County Offices to State Offices in March 2004. When an employee leaves the Agency, the employee must be removed from the database. As new employees are delegated authority to disburse payments on CCC-392, they must be added to the database.

CED's shall notify their State Office of any changes needed in security access to NPS. The notification must include the employee's:

- name
- Social Security number
- State and county code for each county affected
- roles the employee will serve in each county if the employee is being added to NPS security.

State Offices shall forward this information by e-mail to Debbie Simmons at **Debbie_Simmons@wdc.usda.gov**, with a courtesy copy to Jeff O'Connell at **JAOCONNEL@kcc.usda.gov**.

The authorized employees must have a valid eAuthentication user ID and password to gain access to NPS.

Note: See Notice IRM-355 for specific instructions for obtaining an eAuthentication user ID and password. The KC-Application Development Center security office is responsible for all FSA program delivery security issues and functions.

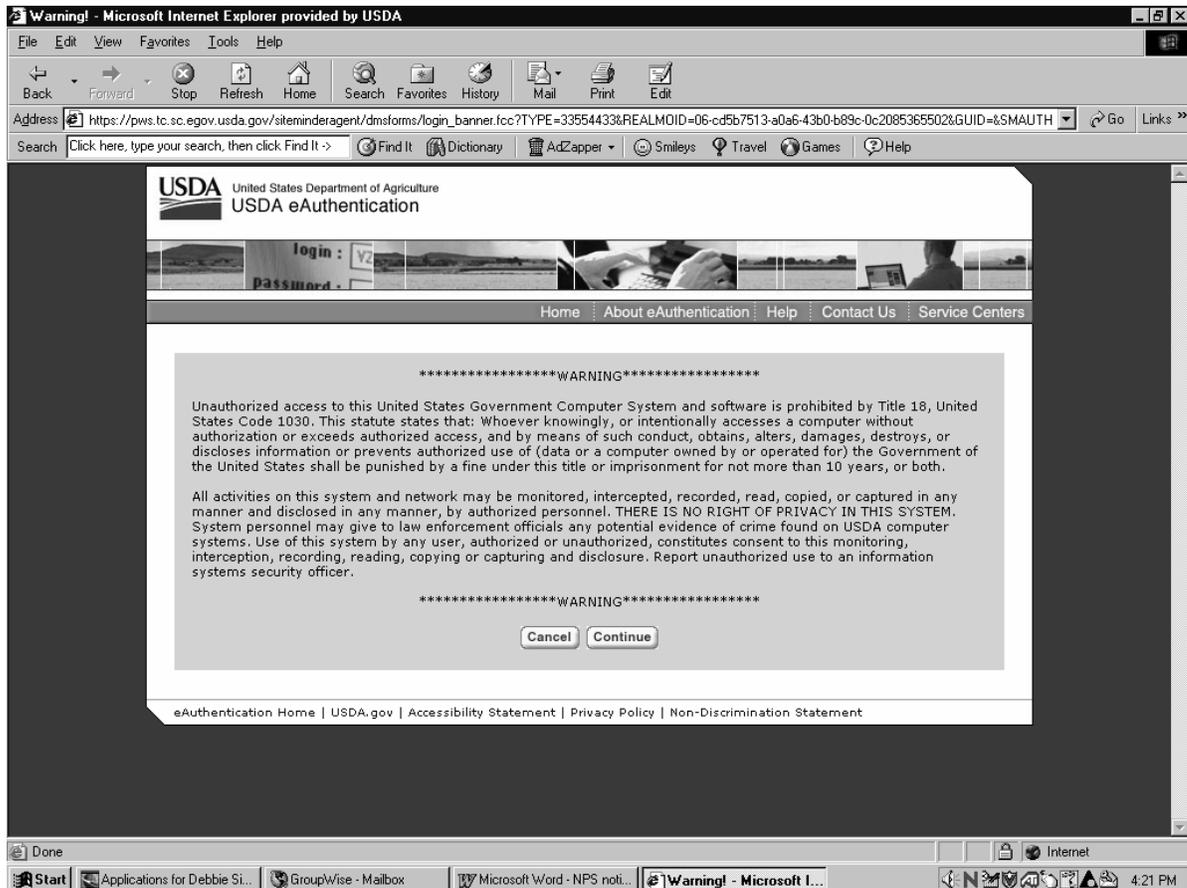
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3 Using NPS in the County Office

A Login to Web Site

County Office employees must have a valid eAuthentication user ID and password to login to the NPS web site. To login to the web site from the FSA Intranet Home Page, click "FSA Financial Services" under the section labeled "Secured Applications". The FSA Financial Services Home Page will be displayed.

Click on the link for "National Payment Service". The following screen will be displayed.



Click "Continue" to display the screen for entering a user ID and password.

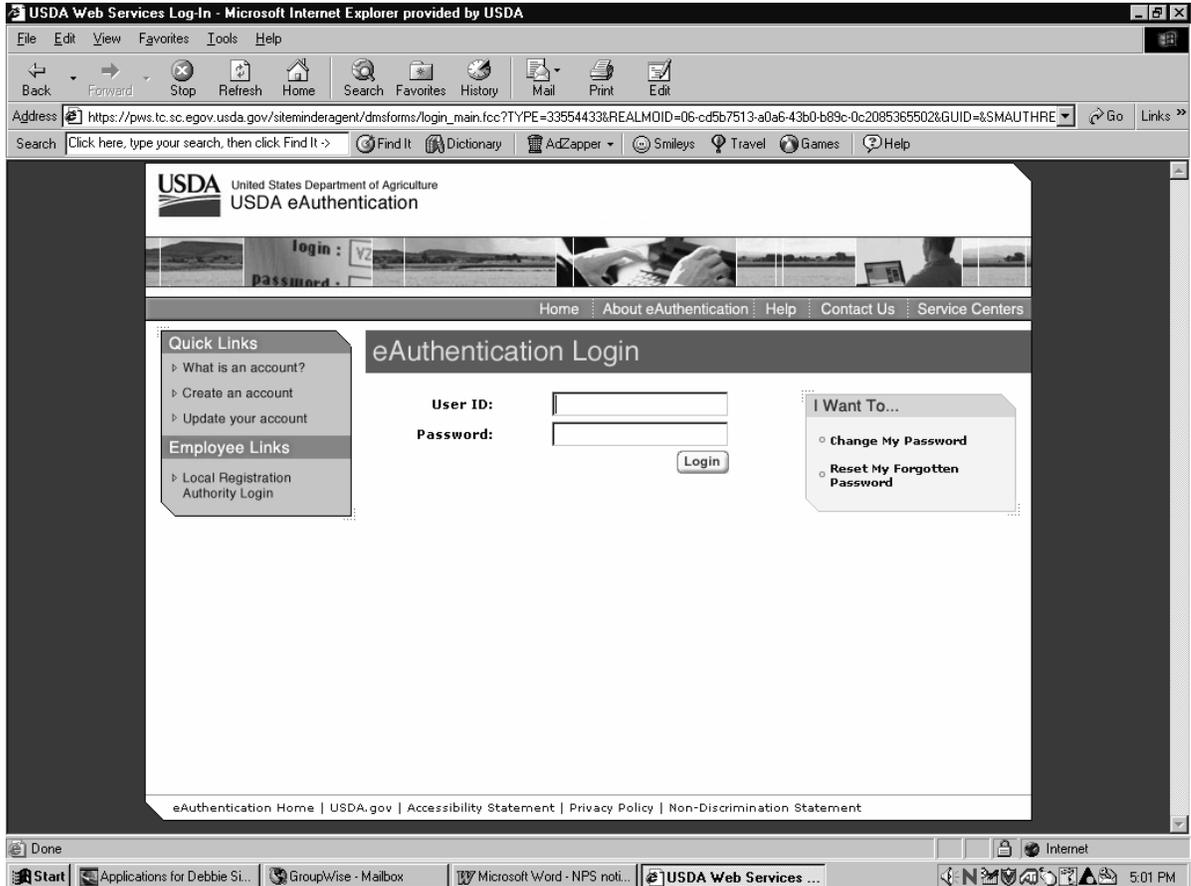
Note: As an alternative, the web site address for NPS is:

<https://indianocean.sc.egov.usda.gov/Payments/LoginAction.do>

3 Using NPS in the County Office (Continued)

A Login to Web Site (Continued)

The following is an example of the eAuthentication Login Screen used to enter the user ID and password.



Enter a valid eAuthentication user ID and password, and click "Login". Depending on the user ID's security access level, 1 of the following will be displayed:

- Service Center Representative's worklist
- Certifying Official's worklist
- Signing Official's worklist.

If the user ID has more than 1 role, the banner on the left side of the screen allows the user to change roles.

Note: If the user ID is an authorized Service Center Representative, the initial screen will always be the Service Center Representative worklist. Use the banner on the left side of the screen to change roles.

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3 Using NPS in the County Office (Continued)

B Standard Links in NPS

The following links are standard through the web application to assist users with common functions.

Button	Function
E-Forms	Link to Government electronic forms
Contact Us	Sends e-mail to the Help Desk
Search	Search for items on USDA/FSA Intranet
Local Offices	Search to locate local office
USDA Home	Link to USDA's Home Page
Payment Worklist	Returns to the payment worklist
Search	Allows the user to search for payments from the worklist
My Counties	List of the counties that the user ID has access to. This is only displayed if the user has access to more than 1 county.
Certification	Shows the level of certification that the user has, that is, certifying or signing
Payment Inquiry	Allows the user to inquire about a payment
Financial Services	Link to FSA Financial Services Home Page
FSA Home Page	Link to FSA Home Page
Logoff	Allows the user to log off of Financial Services

C On-line Help

On-line help is available throughout the application. Click on the circle with a question mark in it on the right top portion of the screen.

4 Payment Worklist for Service Center Representative

A What the Payment Worklist for Service Center Representative Contains

The Payment Worklist for Service Center Representatives contains all payments that have been processed by a web-based program application that interfaces to NPS and requires intervention before the payment can be issued. The payment worklist provides the capability to process the following, in the order of priority.

- **Prompt payment interest due.** The reason code for the prompt payment must be entered. A drop down menu provides the reason codes established by the Department of Treasury. The prompt payment interest amount may not be changed.
- **Foreign person tax withholdings.** If the foreign person flag is set in the producer profile, or sent as part of the payment information by the interfacing program application, NPS will display the payment for the Service Center Representative to determine whether the payment recipient has filed a form providing exemption from foreign person tax withholding. If the payment recipient has **not** filed the form stating the payment recipient is exempt from the tax withholding, the Service Center Representative will apply the withholding. NPS will default to a 30 percent withholding because all countries are taxed at 30 percent, but NPS allows this to be overridden to a different percentage in the event that tax laws change.
- **FSA/CCC claims.** If 1 or more FSA/CCC claims are present on the claim database, the claim will be displayed for the user to determine whether the claim should be offset from the current payment. The Service Center Representative must determine whether the offset shall be taken or if the offset amount will be overridden. If the offset amount is overridden, the Service Center Representative must enter a reason code for overriding the offset.
- **Receivables.** If a receivable is present in the receivable database, the receivable will be displayed. A payment should not automatically be reduced for an outstanding receivable because the receivable is not a delinquent debt until all due process, including appeal rights, have been given to the debtor and/or until the receivable is eligible to transfer to claim status according to 64-FI. The payment recipient may voluntarily elect to have a receivable amount offset from a future payment. A receivable shall not be offset unless the payment recipient has voluntarily requested that a payment be reduced by the amount of the receivable.
- **Other Agency claims.** If the "Other Agency Claim" flag is set in the producer profile, the Service Center Representative must manually enter information for the claim and apply the offset.
- **Reset payment processing.** If the Service Center Representative has processed a claim, receivable, foreign person tax withholding, or prompt payment interest reason code, or other Agency offset and determines that the process was incorrect, the Service Center Representative may reset the payment to the beginning and remove all prior actions taken in NPS before the payment is released for certifying.

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4 Payment Worklist for Service Center Representative (Continued)

B Example of Service Center Representative Worklist

This is an example of the Service Center Representative Worklist in NPS.

The screenshot displays the 'Payment Worklist' interface. The left sidebar contains the following navigation options:

- PAYMENT WORKLIST**
 - Search
 - My Counties
 - KS - Sheridan (179)
 - Certification
 - Signing
- PAYMENT INQUIRY**
- FINANCIAL SERVICES**
 - FSA Home Page
 - Logoff

The main content area lists the following items:

- 1. GEORGE HAFFNER** Tax ID: [REDACTED]
Program: 04MILCTRP Reference / Type: #000005 / CT Amount: \$669.25
Date Issued: 06-10-2004 State / County: KS (20) - Sheridan (179) Payment ID: #292
[Reset Payment Processing](#)
1. Claim
- 2. DOUBLE R FARMS** Tax ID: [REDACTED]
Program: 03MILCTRP Reference / Type: #000039 / CT Amount: \$17.50
Date Issued: 06-21-2004 State / County: KS (20) - Sheridan (179) Payment ID: #28846
[Reset Payment Processing](#)
1. Receivable
- 3. GARY E MOSS** Tax ID: [REDACTED]
Program: 04MILCTRP Reference / Type: #000041 / CT Amount: \$1.66
Date Issued: 06-22-2004 State / County: KS (20) - Sheridan (179) Payment ID: #28935
[Reset Payment Processing](#)
1. Receivable
- 4. GARY E MOSS** Tax ID: [REDACTED]
Program: 02MILCTRP Reference / Type: #000041 / CT Amount: \$21.67
Date Issued: 06-22-2004 State / County: KS (20) - Sheridan (179) Payment ID: #28937

Notes: In this example, the user ID has security access to more than 1 county; therefore, the applicable county that has payment data entered is listed under "My Counties" in the left banner on the screen. If more than 1 county that the user ID has authority for has payments to be made, the other county would be displayed. The user would click on the other county name to display a worklist for the other county.

In this example, the user ID also has authority to serve as a Signing Official; therefore, under the "Certification" label, "Signing" is displayed. If the user was logging in to NPS to sign payments already certified, the user would click on "Signing" to change to the Signing Official worklist.

Item 1 has a claim, which requires the Service Center Representative to intervene for the claim. Items 2 and 3 have a receivable, which requires the Service Center Representative to intervene for the receivable.

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4 Payment Worklist for Service Center Representative (Continued)

C Applying Prompt Payment Interest

NPS will determine whether a payment meets the criteria to apply prompt payment interest. If prompt payment interest is required, the payment will appear on the Service Center Representative's payment worklist to enter the reason code for the late payment. This is an example of the prompt payment interest screen.

The screenshot shows a web browser window titled "USDA - FSA - Payments - Apply Prompt Payment Reason Code". The address bar shows the URL: <https://inlet.tc.fsa.usda.gov/Payments/retrievePayment.do?paymentNumber=72645&lastUpdateTime=2004-07-21-9-13-47-938&lastUpdateUser=MILC%3A%3A053510>. The search bar contains "637.38".

The main content area is titled "Payment Processing - Prompt Payment Reason Code". It displays the following information:

LARRY GOETZ
Tax ID: [REDACTED] Program: 02MILCMP Reference / Type: #000082 - CT
Date Issued: 07-21-2004 State / County: KS (20) - Sheridan (179) Payment ID: #72645
Last Updated by: MILC:lh053510 on 07-21-2004

Payment Details:

Original Payment Amount:	\$1,444.51
Prompt Pay Interest Date:	10-14-2002
Interest Rate:	0.0525%
Total Payment Amount:	\$1,522.20
Remaining Payment Amount:	\$1,522.20

Reason Code Selection:

- Program documentation delay(DD)
- High number of payments being processed(HV)
- Computer system failure(CF)
- Local office misplacement/mishandling(MD)

Buttons: Save, Cancel

NPS will automatically calculate the amount of the prompt payment interest if the payment is not made by the due date. Prompt payment interest may not be overridden. The Service Center Representative must click on the radio button that best describes the reason that the payment was not made on time.

The Service Center Representative may click:

- "Save" to complete the process
- "Cancel" to end processing without saving the changes. The payment is returned to the Service Center Representative's worklist.

Note: Refer to 61-FI for more information on prompt payment interest.

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4 Payment Worklist for Service Center Representative (Continued)

D Applying Foreign Person Tax Withholding

IRS requires that a foreign person tax withholding be withheld from any payment made to a foreign person. The tax withholding is currently 30 percent for all foreign persons. If the payment recipient is coded as a "foreign person" in the payment profile, the payment will appear on the Service Center Representative's worklist.

If the foreign person:

- has filed the proper form to claim exemption from the foreign person tax withholding, the Service Center Representative shall reduce the percentage to zero
- has **not** filed the proper form to claim exemption from the foreign person tax withholding, apply the 30 percent reduction for tax withholding, and click on "Save".

If the foreign person tax withholding is saved, and:

- no other special processing is required, the payment will move to the Certifying Official's payment worklist
- other special processing is required, NPS will display the next special processing item for the payment recipient.

Notes: No screen print is available of the foreign person tax withholding screen in this notice. The screen prints have come from a test environment, and the remaining payment recipients in the test environment did not have a payment recipient coded as a "foreign person".

Refer to 62-FI for additional information on foreign person tax withholding.

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4 Payment Worklist for Service Center Representative (Continued)

E Offsetting a Claim in NPS

To process a claim, the Service Center Representative must click on "Claim" in the payment worklist. This is an example of a claim processing screen.

USDA - FSA - Payments - Apply Claim - Microsoft Internet Explorer provided by USDA

Address: https://inlet.tc.fsa.usda.gov/Payments/retrieveOffsettableClaimForCustomer.do

Search: FSA

Logoff

Offset Manual Claim

Created	Type	Program	Claim #
1. 02-01-2003	PI	03CORNLN	#102017900594

Candidate Payments Already Applied to this Claim

Payment ID	Payment Status	Amount Applied
1. #36343	Signed	\$ 422.55

Total Payments Applied: \$422.55
Remaining Debt Amount: \$1,933.68

Debt Amount: \$2,356.23
Amount Available to Apply: \$

Override Reason: Funds Depleted (dropdown menu open with options: None, Bankruptcy, Appeal, Small Balance, Claim Paid In Full, Producer Request, Funds Depleted)

Claim Red
Remaining Payment Amou

Save Re-Calculate Cancel

EForms Email Us Search Local Office USDA Home Page

Done Applications for Debbie... GroupWise - Mailbox USDA - FSA - Pay... Microsoft Word - Docu... 5:19 PM

If a claim is present in the centralized database, the claim will be displayed on the screen. If the producer profile indicates that the producer has a claim, but no claim is present in the centralized database, the user will enter the claim information using the "Offset Manual Claim" link before processing the claim. See subparagraph F.

The "Debt Amount" is the total remaining in the claims database for the displayed claim. In this example, the payment recipient has previously had \$422.55 applied to the claim, as shown in the "Total Payments Applied" field. The previous payment was signed, as shown in "Candidate Payments Already Applied to this Claim", "Payment Status"; however, the offset has not updated the claims database at the time that this payment is being presented to the Service Center Representative. It is important that the Service Center Representative look at the field, "Remaining Debt Amount", to determine the amount to be offset.

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4 Payment Worklist for Service Center Representative (Continued)

E Offsetting a Claim in NPS (Continued)

The Service Center Representative must click on 1 of the override reasons if the full amount of the claim is not being offset. Use the override reason code:

- "None" if the full debt amount is being offset
- "Bankruptcy" if the payment recipient has filed for bankruptcy and no offset is taken
- "Appeal" if the payment recipient has filed an appeal, and the appeal process is not complete
- "Small Balance" if the claim will be written off for a small balance
- "Claim Paid in Full" if the full claim amount has been paid
- "Producer Request" if there is more than 1 claim and the claims are not being paid out of order
- "Funds Depleted" if the total payment amount is less than the claim balance.

The Service Center Representative may click:

- "Re-calculate" to display the "Remaining Payment Amount" if the "Amount Available to Apply" has been changed
- "Save" to complete the process
- "Cancel" to end processing without saving the changes. The payment is returned to the Service Center Representative's worklist.

If the offset is saved, and:

- no other special processing is required, the payment will move to the Certifying Official's payment worklist
- other special processing is required, NPS will display the next special processing item for the payment recipient.

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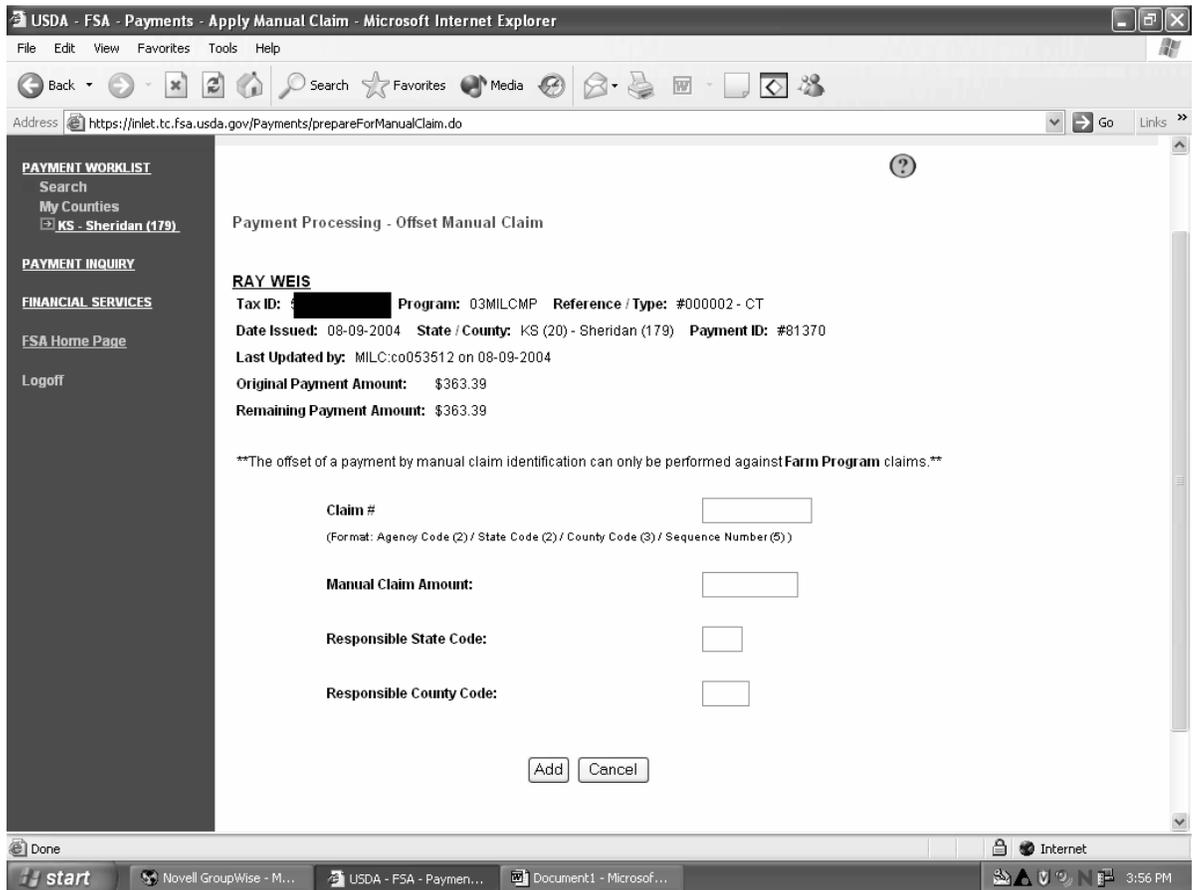
4 Payment Worklist for Service Center Representative (Continued)

F Entering Claim Data in NPS if Claim is Not in Centralized Database

If the producer profile indicates that the producer has a claim, but no claim is present in the centralized database, the user shall click on the "Offset Manual Claim" link to enter the claim information.

Note: A claim may not be present in the centralized database if the claim was established in the last 5 workdays.

This is an example of the screen to offset a manual claim.



On this screen, enter the:

- claim number from FSA-671, item 2, "Claim Control No."
- claim amount from item 15, "Claim Principal Outstanding"
- responsible State and county codes. If the claim is transferred from another State and county, these codes are in item 16 A.

Click "Add" to add the claim to the worklist for offset.

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4 Payment Worklist for Service Center Representative (Continued)

G Offsetting a Receivable

If the payment recipient has a receivable in the Receivables database, the payment will appear on the Service Center Representative's worklist. Click on the word "Receivable" to display the payment. This is an example of the receivable screen.

USDA - FSA - Payments - Apply Receivables - Microsoft Internet Explorer provided by USDA

Address: https://inlet.tc.fsa.usda.gov/Payments/determineManualHandlingRequired.do

Search: FSA

PAYMENT WORKLIST
Search
My Counties
KS - Sheridan (179)
Certification
Signing

PAYMENT INQUIRY

FINANCIAL SERVICES
FSA Home Page
Logoff

Payment Processing - Receivables

SUNNY LEA FARMS
T [REDACTED] E Program: 04MILCMP Reference / Type: #000053 - CT
Date Issued: 06-30-2004 State / County: KS (20) - Sheridan (179) Payment ID: #36211
Last Updated by: DR053514 on 07-13-2004
Original Payment Amount: \$993.60
Remaining Payment Amount: \$391.81

Created	Program	Receivable #
1. 09-02-2003	03CRP	#2017906450

Debt Amount: \$800.00
Amount Available to Apply: \$ 391.81

Amount Available to Apply: \$391.81
Remaining Payment Amount if Applied: \$0.00

Save Re-Calculate Cancel

In this example, the payment recipient has a receivable of \$800.00. No other pending payments have been applied to the receivable; however, \$601.79 has been applied to a claim. The Service Center Representative can determine that this amount has been applied to a claim (or claims) because the "Original Payment Amount" is \$993.60, and the "Remaining Payment Amount" is \$391.81, as shown on the screen.

Note: Claims have a higher priority than receivables. Therefore, the claim was processed first.

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4 Payment Worklist for Service Center Representative (Continued)

G Offsetting a Receivable (Continued)

A receivable shall be offset if the:

- payment recipient has voluntarily elected to have the receivable offset from a payment
- receivable is the result of a program overpayment that requires the overpayment be offset from the next payment in the same program.

The Service Center Representative shall:

- reduce the "Amount Available to Apply" to zero if the receivable is not to be offset
- reduce the "Amount Available to Apply" if the payment recipient voluntarily elected to a lesser amount
- offset the full "Amount Available to Apply" if the program requires that the receivable be offset from the next payment in the same program.

The Service Center Representative may click:

- "Re-calculate" to display the "Remaining Payment Amount" if the "Amount Available to Apply" has been changed
- "Save" to complete the process
- "Cancel" to end processing without saving the changes. The payment is returned to the Service Center Representative's worklist.

If the receivable is saved, and:

- no other special processing is required, the payment will move to the Certifying Official's payment worklist
- other special processing is required, NPS will display the next special processing item for the payment recipient.

4 Payment Worklist for Service Center Representative (Continued)

H Resetting Payment Processing

If the Service Center Representative determines that special processing was not completed correctly, and the payment has not been transferred to the Certifying Official's payment worklist, the Service Center Representative may click on "Reset Payment Processing" to remove all special processing. All special processing will be removed and the payment will remain on the Service Center Representative's worklist.

I Incorrect Indicators in Payment Profile

Occasionally, a payment will be processed before a claim or receivable indicator has been removed from the payment recipient's payment profile because the database was updated after the payment request was processed by the web-based application. If the indicator is outdated, NPS will display either of the following messages when the Service Center Representative processes the payment:

- "There are no claims in the database that meet the criteria provided."
- "There are no receivables in the database that meet the criteria provided."

The Service Center Representative shall click on the "Save" button to complete the process.

J Priority of Special Processing

If a payment requires more than 1 special processing event, NPS will present the special processing in the following order of priority:

- prompt payment interest
- foreign person tax withholding
- FSA/CCC claims
- receivables
- other Agency claims.

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5 Payment Worklist for Certifying Official

A What the Payment Worklist for Certifying Officials Contains

The payment worklist for Certifying Officials contains all payments that:

- have been processed by the Service Center Representative
- do **not** require additional special processing by the Service Center Representative for:
 - prompt payment interest
 - foreign person tax withholdings
 - claims
 - receivables
 - other Agency claims.

Note: An employee designated as a "Certifying Official" must have CCC-392 on file.

B Example of a Certifying Official's Payment Worklist

This is an example of a Certifying Official's payment worklist.

Item	Name	Tax ID	Program	Reference / Type	Amount	Date Issued	State / County	Payment ID
1.	GEORGE HAFNER	[REDACTED]	04MILCTRP	#000009 - CT	\$59.63	06-11-2004	KS (20) - Sheridan (179)	#366
2.	DOUBLE R FARMS	[REDACTED]	03MILCTRP	#000039 - CT	\$17.50	06-21-2004	KS (20) - Sheridan (179)	#28846
3.	GARY E MOSS	[REDACTED]	03MILCTRP	#000041 - CT	\$35.01	06-22-2004	KS (20) - Sheridan (179)	#28936
4.	GARY E MOSS	[REDACTED]	04MILCMP	#000041 - CT	\$330.75	06-22-2004	KS (20) - Sheridan (179)	#28938
5.	DAVID POPP	[REDACTED]	03MILCTRP	#000042 - CT	\$17.50	06-22-2004	KS (20) - Sheridan (179)	#28940
6.	DAVID POPP	[REDACTED]	04MILCMP	#000042 - CT	\$1,890.00	06-22-2004	KS (20) - Sheridan (179)	#28942
7.	HENRY J ZERR	[REDACTED]	04MILCMP	#000058 - CT	\$186.30	07-16-2004	KS (20) - Sheridan (179)	#71379
8.	FRED L PRATT	[REDACTED]	04MILCMP	#000057 - CT	\$43.06			

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5 Payment Worklist for Certifying Official (Continued)

C Processing Payments as a Certifying Official

The Certifying Official is signing a payment electronically. The Certifying Official must click on "Detail" for each payment to be electronically signed. Any special processing by the Service Center Representative will be displayed. This is an example of the NPS screen that a Certifying Official will electronically sign.

The screenshot shows a web browser window titled "USDA - FSA - Payments - Payment Detail - Microsoft Internet Explorer provided by USDA". The address bar shows the URL: <https://inlet.tc.fsa.usda.gov/Payments/retrievePaymentForCertification.do?paymentNumber=366>. The page content includes a navigation menu on the left with links for "PAYMENT WORKLIST", "PAYMENT INQUIRY", and "FINANCIAL SERVICES". The main content area is titled "Payment Certification Approval" and displays the following information:

GEORGE HAFFNER
Tax ID: [REDACTED] Program: 04MILCTRP Reference / Type: #000008 - CT
Date Issued: 06-11-2004 State / County: KS (20) - Sheridan (179) Payment ID: #366

Transaction Summary:

Original Payment Amount:	\$59.63
Claims to be offset:	
1. # 102017900594	(-) \$59.63

Disbursement Payee Information:

GEORGE HAFFNER	\$0.00
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Payment Status:
Please Select One:

- Defer
- Approve
- Reset Payment Processing
- Hold for Cancel by Program
(this selection forces the program application to cancel the payment)

Buttons: Submit, Submit and Continue >>>

A Certifying Official may not change any of the Service Center Representative's special processing. The Certifying Official must click on the radio button to:

- defer the payment for later processing
- approve the payment as being proper, due and payable as it is
- reset the payment for special processing by a Service Center Representative
- hold the payment for cancellation by the initiating web-based program application.

Note: Refer to the applicable program instructions to cancel a payment through the initiating program application.

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5 Payment Worklist for Certifying Official (Continued)

C Processing Payments as a Certifying Official (Continued)

The Certifying Official must click on:

- "Submit" to accept the action and return to the worklist
- "Submit and Continue" to move to accept the action and move to the next payment on the Certifying Official's worklist.

6 Payment Worklist for Signing Official

A What the Payment Worklist for Signing Officials Contains

The payment worklist for Signing Officials contains all payments that have been electronically signed by a Certifying Official. The Signing Official's electronic signature is the last step in releasing the payments for disbursement.

B Example of a Signing Official's Payment Worklist

This is an example of a Signing Official's payment worklist.

The screenshot shows a web browser window titled "USDA - FSA - Payments - Payments Certification Signing Worklist - Microsoft Internet Explorer provided by USDA". The address bar shows the URL: <https://inlet.tc.fsa.usda.gov/Payments/retrieveWorklist.do?action=C2>. The page content includes a navigation menu with "Farm Service Agency Online" and "Financial Services". The main content area is titled "Payment Certification - County Signing" and lists two items:

- 1. FRED L PRATT Tax** [Redacted]
Program: 04MILCMP Reference / Type: #000057 - CT Amount: \$43.06
Date Issued: 07-16-2004 State / County: KS (20) - Sheridan (179) Payment ID: #71380
Certified By: CO053512 - 07-27-2004
FSA/CCC Offset: (Y) Receivables: (N) Other Agency Offset: (N)
Options: Approve, Dispute, Defer
- 2. LARRY GOETZ Tax** [Redacted]
Program: 02MILCMP Reference / Type: #000082 - CT Amount: \$1,444.51
Date Issued: 07-21-2004 State / County: KS (20) - Sheridan (179) Payment ID: #72645
Certified By: CO053512 - 07-27-2004
FSA/CCC Offset: (N) Receivables: (N) Other Agency Offset: (N)
Options: Approve, Dispute, Defer

At the bottom of the list is a button labeled "Complete Sign Process". The browser's taskbar at the bottom shows the Start button and several open applications, including "Applications for Debbie Si...", "GroupWise - Mailbox", "Microsoft Word - NPS noti...", and "USDA - FSA - Payme...". The system clock shows 9:13 AM.

6 Payment Worklist for Signing Official (Continued)

C Processing Payments as a Signing Official

The payment worklist for a Signing Official displays the payments that have been electronically signed by a Certifying Official. The screen displays the:

- payment recipient's name and ID number
- payment program code
- payment reference number, such as contract number, loan number, or farm number
- amount of the payment earned
- date of issue
- State and county issuing the payment
- payment transaction number
- user ID of the Certifying Official and date certified
- status of offsets for FSA/CCC claims, receivables, and other Agency claims.

The Signing Official must click on the applicable radio button to:

- approve the payment for disbursement
- dispute the payment
- defer the payment for later processing.

When the appropriate radio button has been set, the Signing Official must click on "Complete Sign Process" to electronically sign the approved payments for disbursement. Payments that were deferred will remain on the Signing Official's payment worklist. Payments that were disputed by the Signing Official will be displayed on the Certifying Official's worklist.

NPS will display a list of all payments that were approved or disputed. The Signing Official must scroll to the bottom of the page to print out the list on a local printer. File the printout in a folder labeled "NPS Payments", and maintain the printout for 2 years.

7 Entering Search Criteria to Select Worklist

A Overview

Worklists will display all payments to be processed by the selected role, unless the search criteria option is used. The search criteria option allows the user to reduce the size of the worklist, which may make the worklist more manageable during heavy payment cycles.

B Search Criteria Available

The search criteria option is available on the left banner of the screen, under "Payment Worklist", "Search". This is an example of the search criteria screen.

The screenshot displays the 'Payment Worklist - Search' interface. It features a sidebar on the left with navigation options and a main search area with two distinct search sections. The first section includes fields for Payment ID, County (a dropdown menu), Program (a text input), and Payment Status (a dropdown menu), with a Search button below. The second section includes fields for Tax ID, Tax ID Type (a dropdown menu), Reference Number Range (with Start and End text inputs), and Reference Code (a dropdown menu), also with a Search button below.

The user may select any option, or combination of options, to reduce the size of the worklist. The options are as follows.

- **Payment ID.** This number is assigned by the initiating program application.
- **County.** The drop down list will display all counties that the user has access to.
- **Program code.** Enter the program code that is used by the initiating application.

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7 Entering Search Criteria to Select Worklist (Continued)

B Search Criteria Available (Continued)

- **Payment status.** Use the drop down menu to select:
 - "All" for all payments
 - "Prompt Pay" to display payments requiring prompt payment interest reason codes
 - "Foreign Person Tax Withholding" to display payments requiring foreign person tax withholding
 - "Claim" to display payments requiring claims offset
 - "Receivable" to display payments requiring receivable offset
 - "Other Agency Claim" to display payments requiring other agency claim processing
 - "Certification Approval" to display payments that are ready for certification
 - "Signing Approval" to display payments that have been certified and are waiting signing.
- **Tax ID and Tax ID Type.** To display payments to a particular entity.
- **Reference Number Range and Reference Code.** To display payments to a particular reference range of reference number, that is, farm number range or contract number range. Use the drop down list to display the types of reference numbers.

8 Centralization of NPS Check and Transaction Statement Printing

A KCFO Printing of Checks and Transaction Statements

Payments initiated through NPS will be disbursed by KCFO. KCFO will print and mail any CCC-184's that are generated, or complete the ACH transfer for direct deposits. NPS is on-line; and, therefore, no County Office transmission is necessary for NPS-initiated payments.

KCFO will also print the transaction statements and mail the transaction statements to the payment recipient.

Note: County Offices must still complete the ACH verification and transmission for payments initiated through the System 36/AS 400.

Notice FI-2651

9 Accounting Functions Supported by NPS Without User Intervention

A Accounting Functions Not Requiring User Intervention

NPS includes the same accounting functions that are included in the accounting application on the System 36/AS 400. Information for the following accounting functions is entered in FSA Financial Services and applied to NPS payments without user intervention:

- assignments
- joint payments
- direct deposit elections.

Funds must be available in the eFunds control application if the program is subject to funds control.

Assignments for programs that use NPS for payment processing are not replicated to the System 36/AS 400. Therefore, the amounts applied to an assignment are only updated in Financial Services.

10 NPS for eLDP's

A Processing eLDP's Through NPS

On-line producer generated payment requests for eLDP's will be certified and signed by Certifying Officers in KCFO. If the Certifying Officer in KCFO disputes a payment, the payment will be sent electronically to the County Office for review and processing and appear on the payment worklist.

A Service Center Representative and a Certifying Official in each County Office must login to NPS each day to determine whether KCFO has disputed an eLDP for a producer administered by the County Office. If an eLDP is present, the County Office shall process the payment the same day it is received.

An eLDP will automatically be sent to the County Office for certification and signing if the producer has a claim or receivable indicator set in the payment profile.

Note: An eLDP will be disputed by KCFO if the payment request contains incomplete reporting data.

Notice FI-2651

11 Updating Claims and Receivables on the System 36/AS 400

A Overview

Claims and receivables are maintained in a centralized database in KCFO and are resident on the System 36/AS 400 in the County Office. NPS is reading the data from the KCFO centralized database during the payment process. Changes to the KCFO database replicate to the System 36/AS 400 and are applied during the County Office's normal start of day processing within 5 workdays. As the claims and receivables updates are processed on the System 36/AS 400:

- FSA-671 will print for claim activity
- the Receivable Establishment Verification Report will print for receivables.

County Offices will have the option of updating the System 36/AS 400 with NPS claims and receivables activity at anytime throughout the day.

B Updating Claims Activity Other Than During Start of Day Processing

The user may elect to update claims activity during the day. Use the following table to access the Claims Primary Selection Menu AVA001.

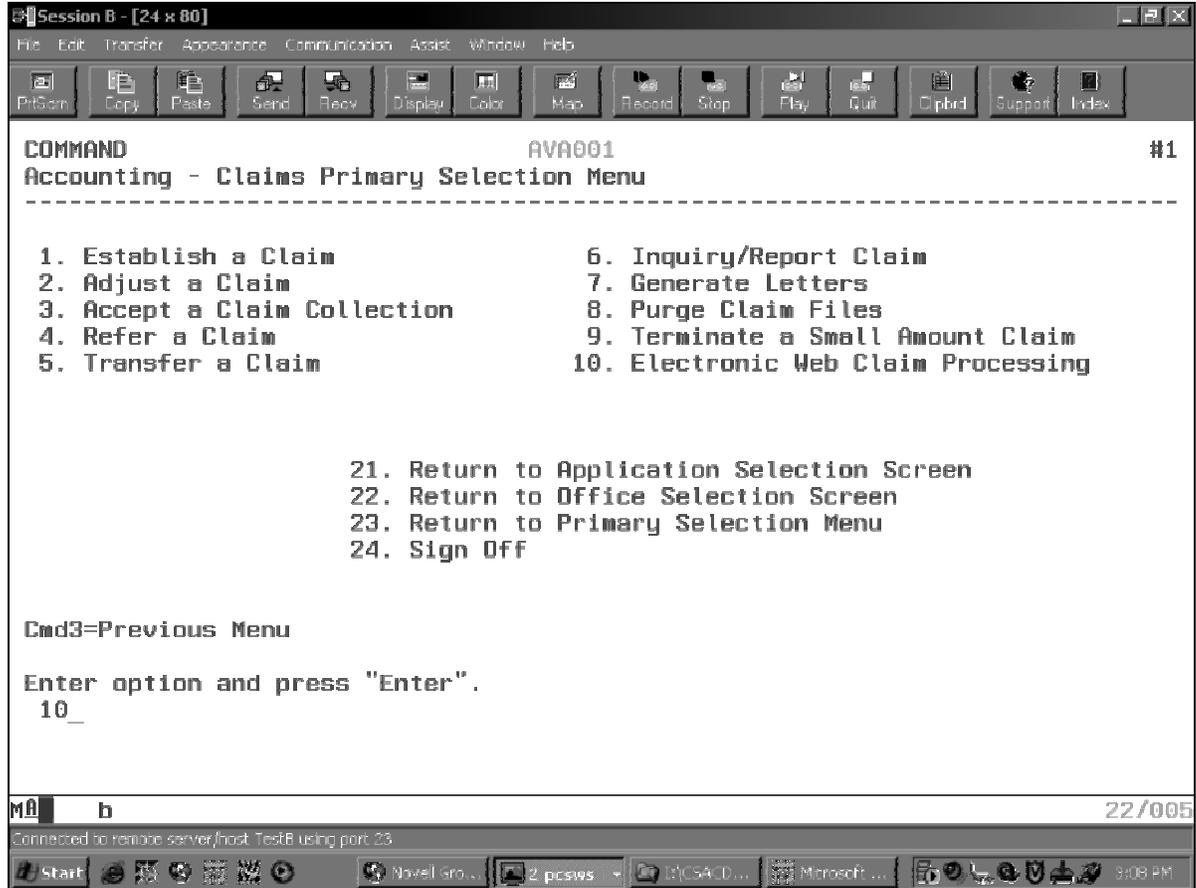
Step	Action	
1	Determine whether the application to be processed is in the headquarters office.	
	IF...	THEN on Menu FAX250, ENTER...
	the application to be processed is in the headquarters office	"3", and PRESS "Enter". Go to step 3.
	a specific office is to be selected to process the application	"4", and PRESS "Enter". Result: Menu FAX09002 will be displayed.
2	On Menu FAX09002, select the office to be processed and enter the appropriate option. See 2-IRM if additional information is needed. Result: The Application Selection Menu FAX07001 will be displayed.	
3	On Menu FAX07001, ENTER "1", "Accounting". Result: The Accounting Main Menu AAA000 will be displayed.	
4	On Menu AAA000, ENTER "3", "Debts & Claims Function". Result: The Claims Primary Selection Menu AVA001 will be displayed.	

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11 Updating Claims and Receivables on the System 36/AS 400 (Continued)

B Updating Claims Activity Other Than During Start of Day Processing (Continued)

This is an example of Screen AVA001.



On Screen AVA001, select option 10, "Electronic Web Claim Processing", and PRESS "Enter" to process claims activity initiated through NPS. A screen will be displayed to select the printer to print FSA-671. Enter the printer number, and PRESS "Enter". No further action is necessary.

Notice FI-2651

11 Updating Claims and Receivables on the System 36/AS 400 (Continued)

C Updating Receivables Activity Other Than During Start of Day Processing

The user may elect to update receivable activity during the day. Use the following table to access the Receivables Main Menu AQK000.

Step	Action	
1	Determine whether the application to be processed is in the headquarters office.	
	IF...	THEN on Menu FAX250, ENTER...
	the application to be processed is in the headquarters office	“3”, and PRESS “Enter”. Go to step 3.
	a specific office is to be selected to process the application	“4”, and PRESS “Enter”. Result: Menu FAX09002 will be displayed.
2	On Menu FAX09002, select the office to be processed, and enter the appropriate option. See 2-IRM if additional information is needed. Result: The Application Selection Menu FAX07001 will be displayed.	
3	On Menu FAX07001, ENTER "1", "Accounting". Result: The Accounting Main Menu AAA000 will be displayed.	
4	On Menu AAA000, ENTER "8", "Common Receivable Function". Result: The Claims Primary Selection Menu AQK000 will be displayed.	

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11 Updating Claims and Receivables on the System 36/AS 400 (Continued)

C Updating Receivables Activity Other Than During Start of Day Processing (Continued)

This is an example of Menu AQB000.

```
Session B - [24 x 80]
File Edit Transfer Applications Communication Tools Window Help
[Icons]
COMMAND                                AQB000                                E0
Accounting - Receivable Main Menu
-----
1. Establish A Receivable                *6. Modify Receivables Status
2. Record A Receivable Collection        7. Prepare Demand Letters
3. Transfer Receivables To Claim        8. Correct A Receivable
   Status                               9. Inquire/Print Receivable
4. Transfer Receivables To Note        Status Reports
   Receivables                         10. Purge Receivable History Files
5. Write-Off A Small Balance           11. Electronic Web Receivable Processing
   Receivable
                                     20. Return To Application Primary Menu
                                     21. Return To Application Selection Screen
                                     22. Return To Office Selection Screen
                                     23. Return To Primary Selection Menu
                                     24. Sign Off

Cmd3=Previous Menu                    *=Option currently not available.

Enter option and press "Enter".
-
```

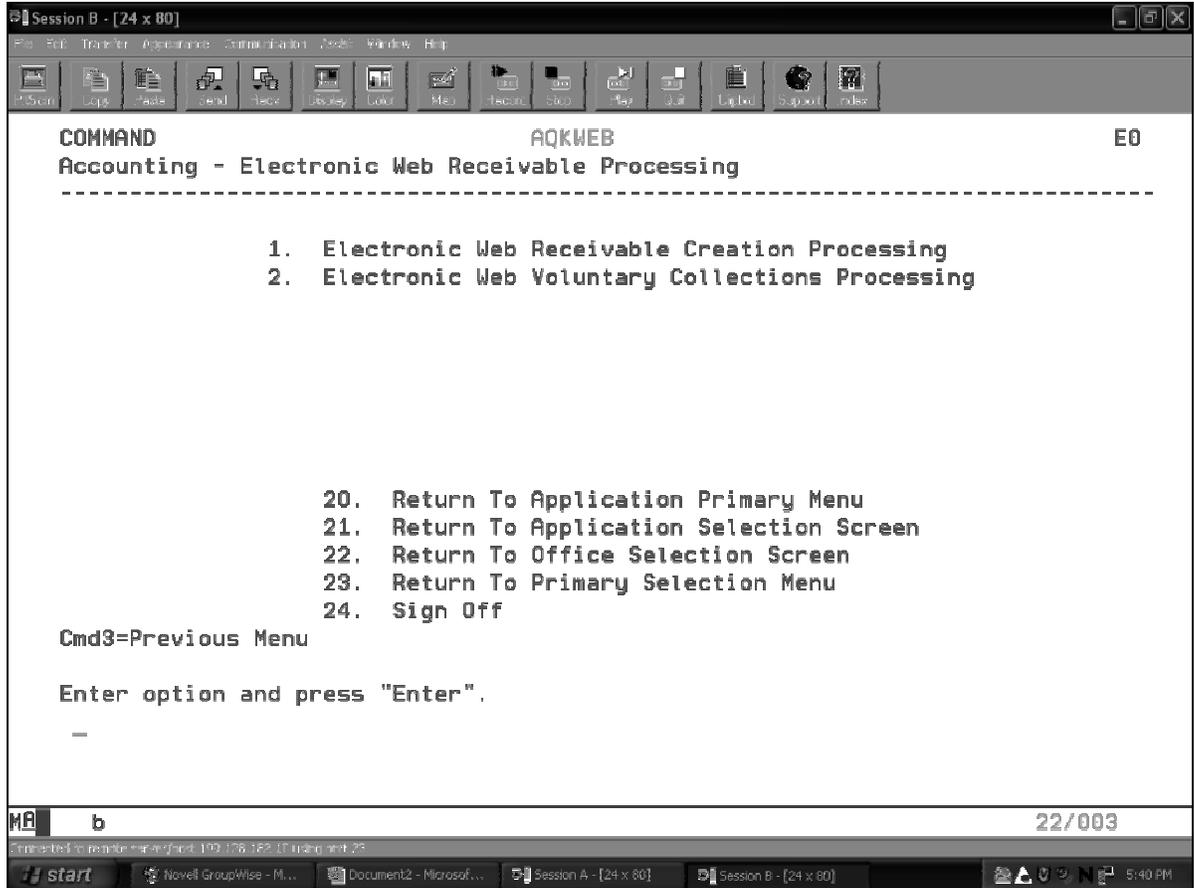
On Menu AQB000, select option 11, "Electronic Web Receivable Processing", to process NPS initiated receivable activity other than during start of day processing. Menu AQBWEB will be displayed to select the type of receivable activity to be processed.

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11 Updating Claims and Receivables on the System 36/AS 400 (Continued)

C Updating Receivables Activity Other Than During Start of Day Processing (Continued)

This is an example of Menu AQQWEB.



Select option 1 to update any receivables that resulted from a correction or cancellation to an NPS payment. A "Receivable Establishment Verification Report" will print.

Select option 2 to update receivables for any voluntary receivable collections that were offset from an NPS payment.

No further action is necessary.

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11 Updating Claims and Receivables on the System 36/AS 400 (Continued)

D Additional Information on Claims and Receivables

A future FI notice will provide more detailed instructions on the claims and receivables processes for NPS and the System 36/AS 400.

12 Refunding Over Collections of Claims and Receivables

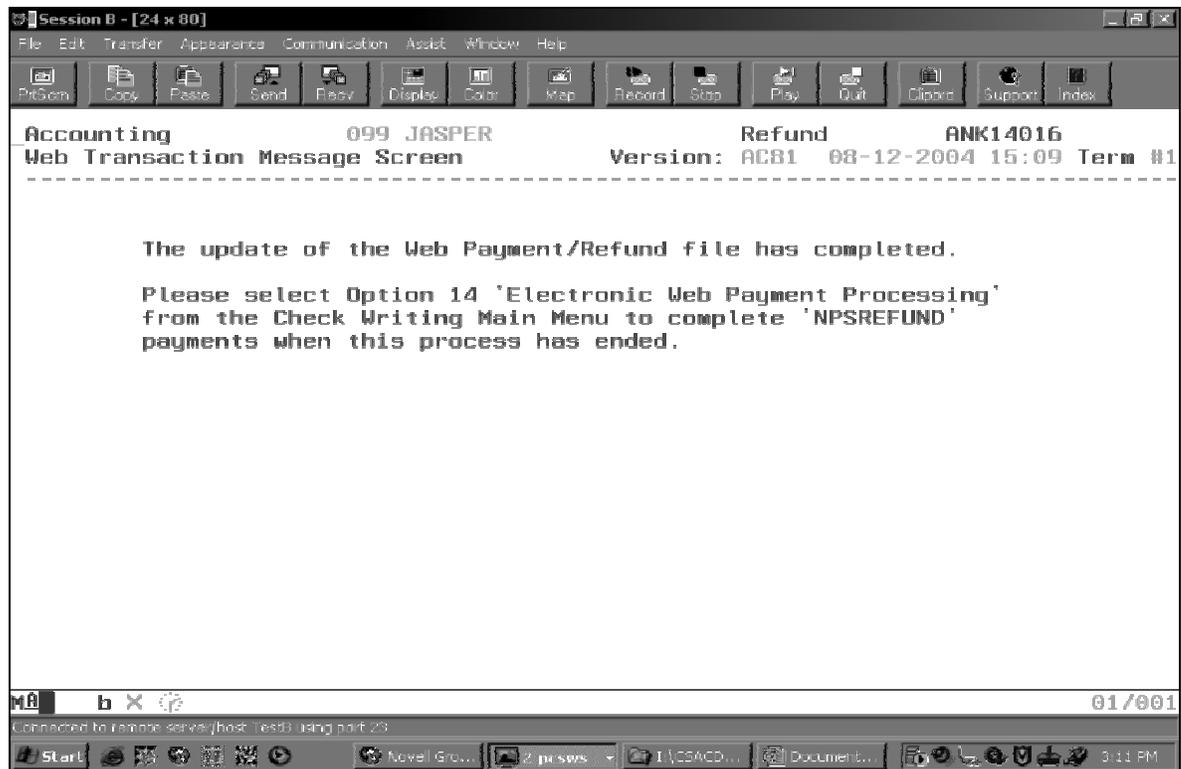
A Overview

The offset of a claim or receivable may result in the claim or receivable being overpaid because:

- of the timing difference between updating the centralized database and offsetting a payment
- a collection was received from another Agency through the Treasury Offset Program.

If a claim or receivable is over collected, a payment coded "NPSREFUND" will be sent to the County Office for processing through the System 36/AS 400.

The NPSREFUND will be processed during normal start of day activity. If an NPSREFUND is discovered, the following screen will be displayed.



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12 Refunding Over Collections of Claims and Receivables (Continued)

B Running the NPS Refund Process

The over collection refund may be access through the Accounting application's Disbursement/Check Writing application. Follow these steps to access the over collections.

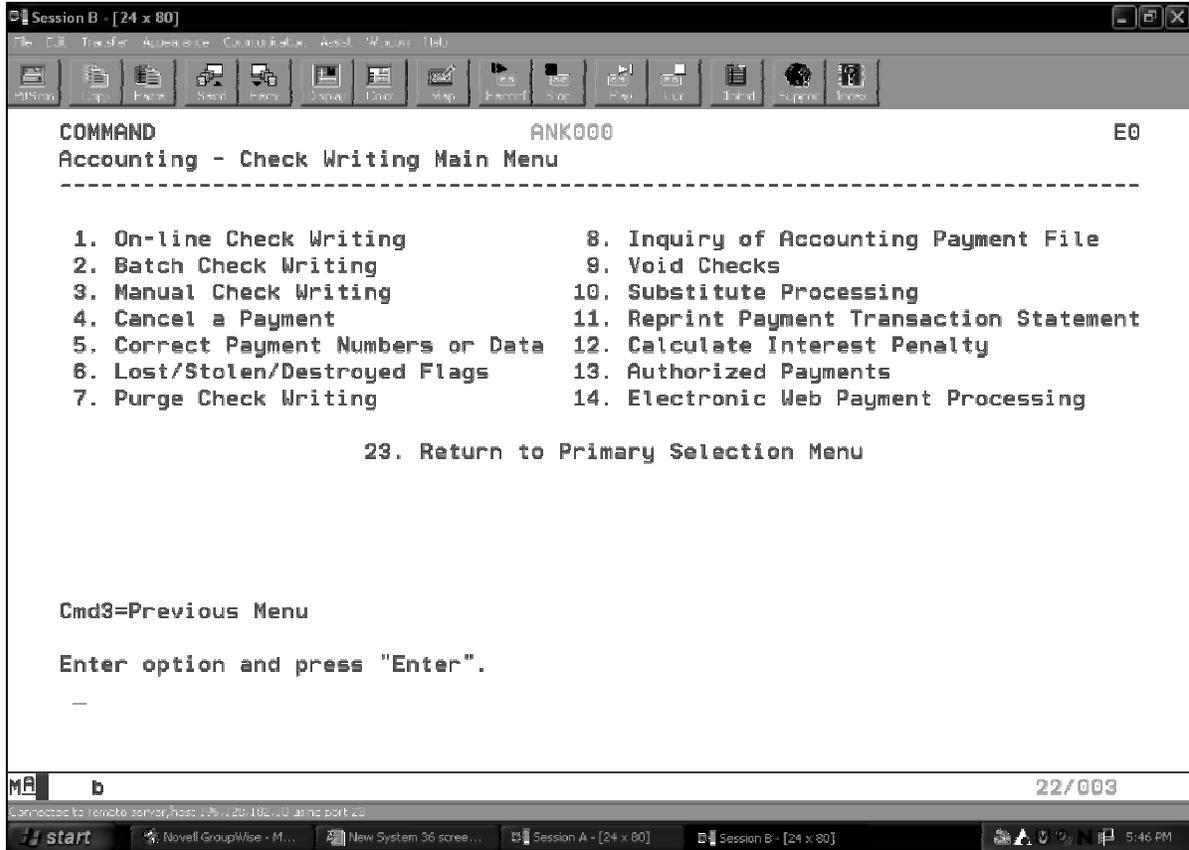
Step	Action	
1	Determine whether the application to be processed is in the headquarters office.	
	IF...	THEN on Menu FAX250, ENTER...
	the application to be processed is in the headquarters office	"3", and PRESS "Enter". Go to step 3.
	a specific office is to be selected to process the application	"4," and PRESS "Enter". Result: Menu FAX09002 will be displayed.
2	On Menu FAX09002, select the office to be processed and enter the appropriate option. See 2-IRM if additional information is needed. Result: The Application Selection Menu FAX07001 will be displayed.	
3	On Menu FAX07001, ENTER "1", "Accounting". Result: The Accounting Main Menu AAA000 will be displayed.	
4	On Menu AAA000, ENTER "1", "Disbursement/Check Writing". Result: The Check Writing Main Menu ANK000 will be displayed.	

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12 Refunding Over Collections of Claims and Receivables (Continued)

B Running the NPS Refund Process (Continued)

This is an example of the Check Writing Main Menu ANK000.



Select option 14, "Electronic Web Payment Processing" to process any NSPREFUNDS. Screen ANK14010 will be displayed.

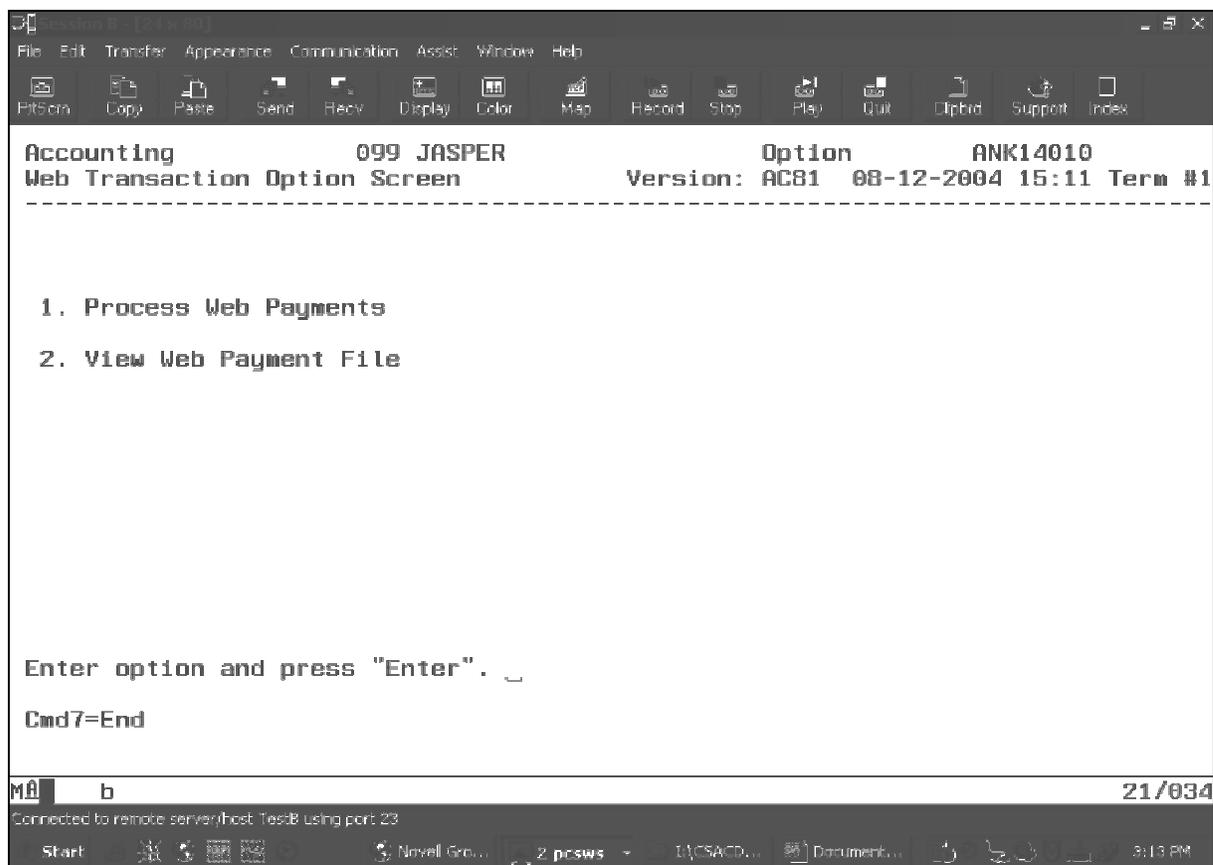
Note: If there were no over collections, the screen will display the message, "The web transaction file is not present or does not contain any records. The information on this file is downloaded from KCMO. Contact the National Help Desk or your State AC for assistance."

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12 Refunding Over Collections of Claims and Receivables (Continued)

B Running the NPS Refund Process (Continued)

This is an example if Screen ANK14010.



Select option:

- 1, to process the web payments; payments will be processed through the Disbursement/Check Writing application in a batch mode

Note: See 1-FI.

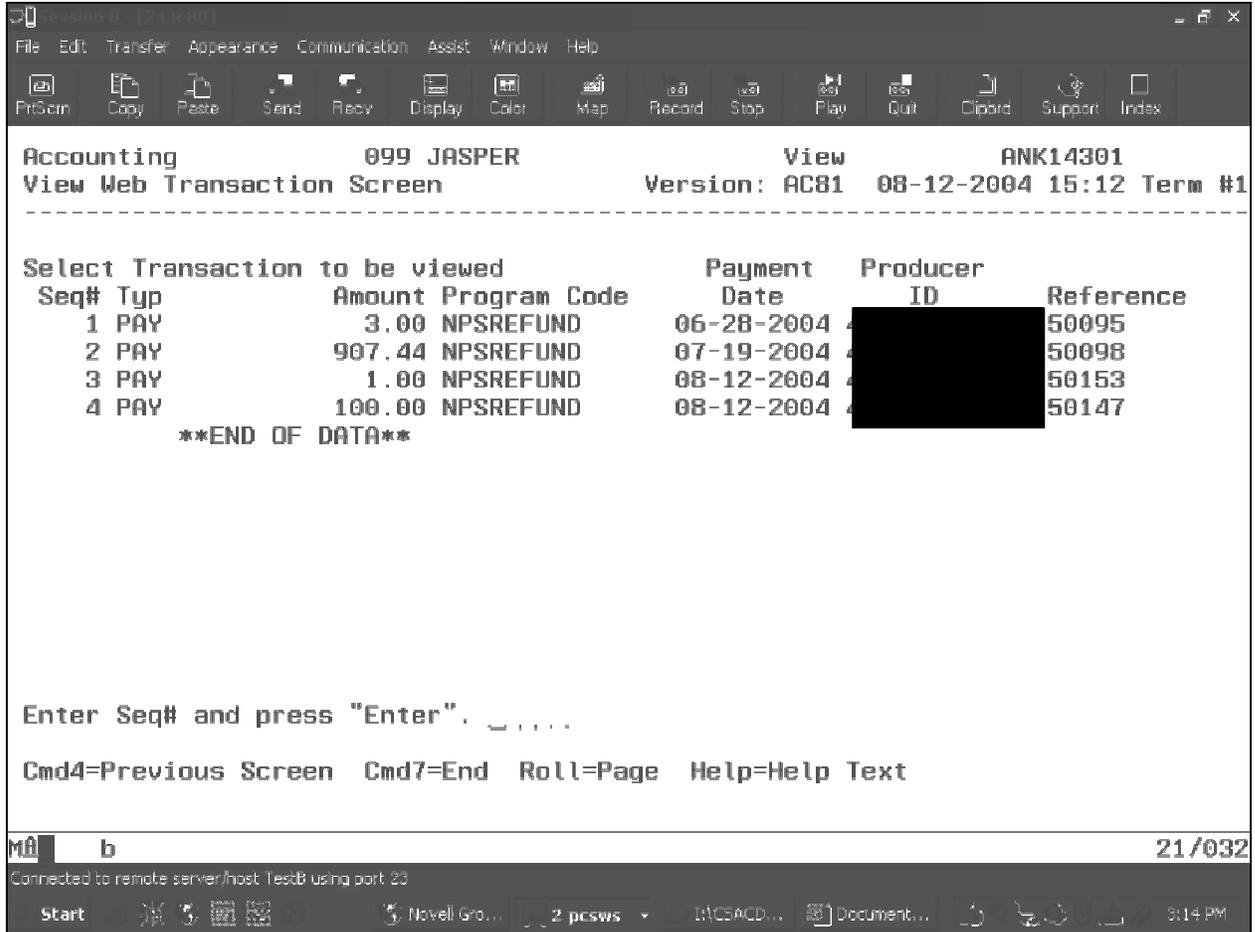
- 2, to view the web payments scheduled for processing. The system will display a list of the payments.

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12 Refunding Over Collections of Claims and Receivables (Continued)

B Running the NPS Refund Process (Continued)

This is an example of the view option, which displays the payment information.



The screenshot shows a terminal window with a menu bar at the top containing options like File, Edit, Transfer, Appearance, Communication, Assist, Window, and Help. Below the menu bar is a toolbar with icons for various functions. The main content area displays the following text:

```
Accounting 099 JASPER View ANK14301
View Web Transaction Screen Version: AC81 08-12-2004 15:12 Term #1
```

```
Select Transaction to be viewed      Payment      Producer
Seq# Typ      Amount Program Code      Date      ID      Reference
1 PAY      3.00 NPSREFUND      06-28-2004  [REDACTED] 50095
2 PAY     907.44 NPSREFUND      07-19-2004  [REDACTED] 50098
3 PAY      1.00 NPSREFUND      08-12-2004  [REDACTED] 50153
4 PAY     100.00 NPSREFUND      08-12-2004  [REDACTED] 50147
```

END OF DATA

Enter Seq# and press "Enter".

Cmd4=Previous Screen Cmd7=End Roll=Page Help=Help Text

MA b 21/032

Connected to remote server/host TestB using port 23

Start [Taskbar icons] 9:14 PM

The user may select the Seq# to view additional details, such as the program that the offset was taken from.

Refer to 1-FI to view options and to continue the payment process.

Payments will be issued through the System 36/AS 400 Disbursement/Check Writing application, to the payment recipient by direct deposit or by check, depending on the producer profile. If the payment recipient has additional claims or receivables, the System 36/AS 400 will provide for the offset of the payment.

Notice FI-2651

13 Training on NPS

A Web Conference Training

Initial training for NPS will be by a web teleconference on August 31, 2004, for State Office representatives. Information for the dial-in will be provided to SED. The web teleconference will be recorded for viewing by County Office employees. The recorded teleconference will be available for replay September 1 through September 30, 2004, at the following web site:

<https://www.mymeetings.com/nc/join.php?i=PG1861570&p=PAYMENTS&t=r>

Additional training will be provided in conjunction with the applicable program application training as programs migrate to the web environment.