

**For:** FSA Offices

**Processing Payments Using the National Payment Service (NPS)**

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**Approved by:** Deputy Administrator, Management



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**1 Overview**

**A Background**

NPS is a centralized, web-based payment processing 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 web applications, the applicable program division will determine if 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-2692 explained the levels of security access and the roles and responsibilities of each level. State and County Office employees authorized access to NPS, and their roles, have been established in the security database.

**B Purpose**

This notice provides instructions for County Office employees to use NPS.

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<b>Disposal Date</b>	<b>Distribution</b>
April 1, 2006	All FSA Offices; State Offices relay to County Offices

## Notice FI-2697

### 1 Overview (Continued)

#### C Contact

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

<b>Issue</b>	<b>Contact</b>
Software-related problems.	National Help Desk at 800-255-2434 or 816-926-1552.  <b>Note:</b> Select option 3 for hardware and application software.
Policies in this notice.	Either of the following: <ul style="list-style-type: none"><li>• Debbie Simmons by:<ul style="list-style-type: none"><li>• e-mail at <b>Debbie.Simmons@wdc.usda.gov</b></li><li>• telephone at 703-305-1309</li></ul></li><li>• Marianne Sword by:<ul style="list-style-type: none"><li>• e-mail at <b>Marianne.Sword@kcc.usda.gov</b></li><li>• telephone at 816-926-6971.</li></ul></li></ul>

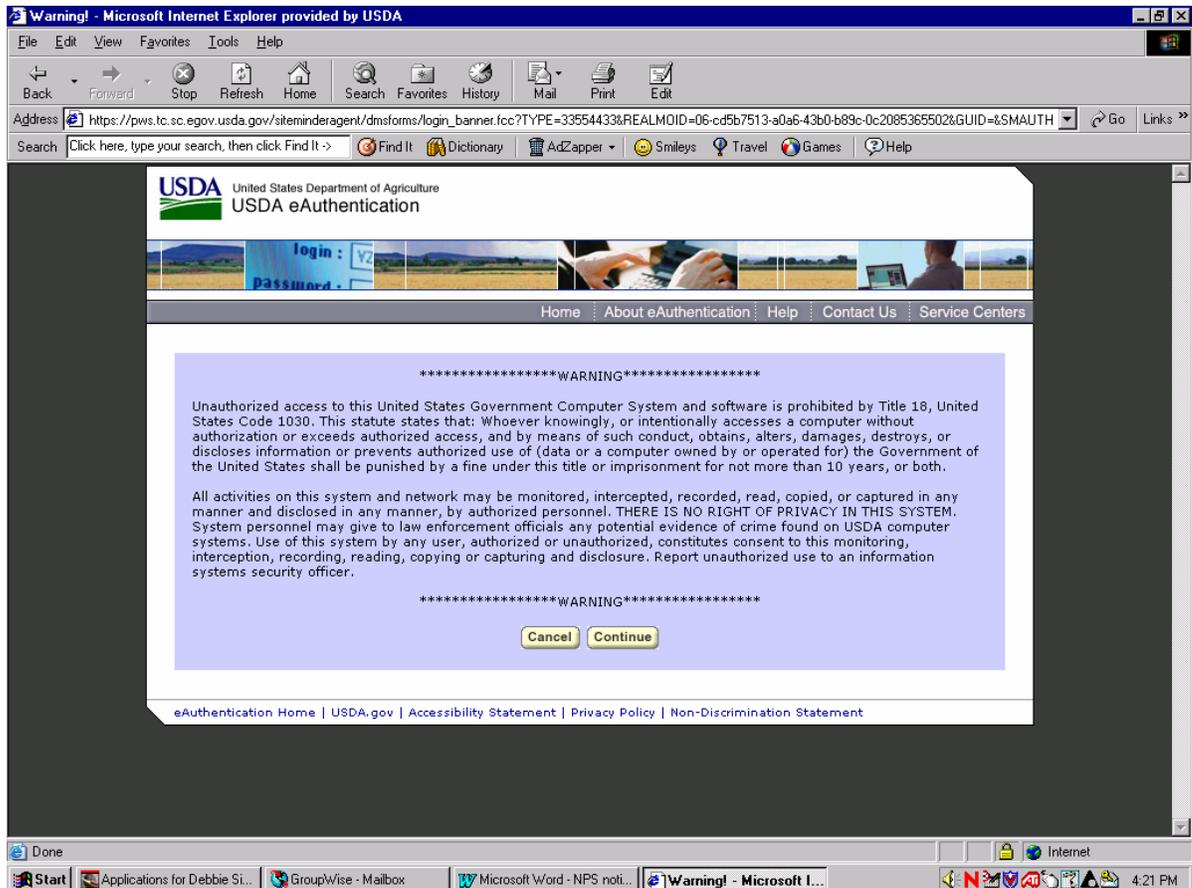
## Notice FI-2697

### 2 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 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.

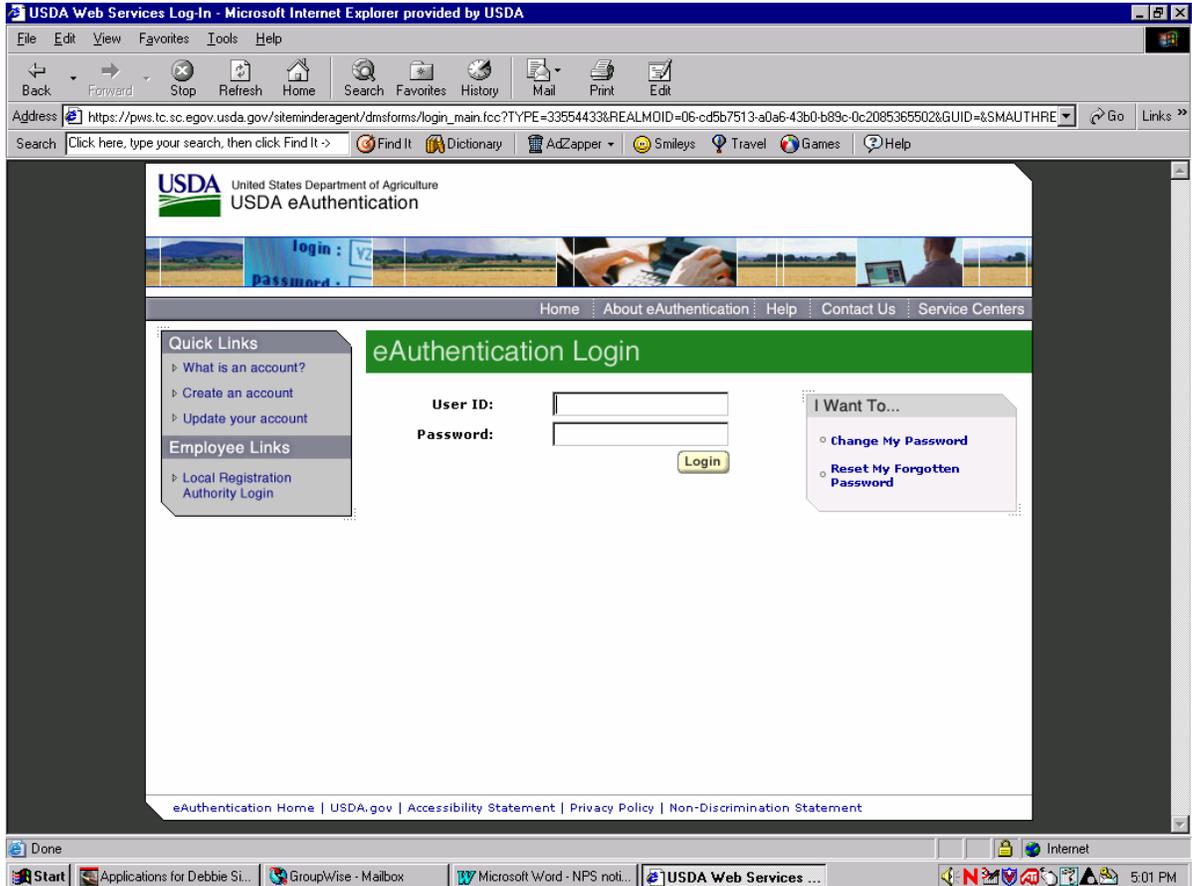


Click "Continue" to display the screen for entering a user ID and password.

## 2 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’s ID 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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### 2 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.

<b>Button</b>	<b>Function</b>
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 Online Help

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

### 3 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 if 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 if the claim should be offset from the current payment. The Service Center Representative must determine if 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.

## Notice FI-2697

### 3 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.

**Payment Worklist**

- 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.

## Notice FI-2697

### 3 Payment Worklist for Service Center Representative (Continued)

#### C Applying Prompt Payment Interest

NPS will determine if 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 - Microsoft Internet Explorer provided by USDA". The address bar shows the URL: <https://inlet.fc.fsa.usda.gov/Payments/retrievePayment.do?paymentNumber=72645&lastUpdateTime=2004-07-21-9-13-47-938&lastUpdateUser=MILC%3Aih053510>. The search bar contains "637.38".

The main content area is titled "Payment Processing - Prompt Payment Reason Code" and displays the following information for **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:ih053510 on 07-21-2004
- 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

Below the information, there are four radio buttons for selecting a reason code:

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

At the bottom of the form, there are "Save" and "Cancel" buttons.

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.

## Notice FI-2697

### 3 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. This is an example of the Foreign Person Tax Withholding Screen.

USDA - FSA - Payments - Apply Foreign Person Tax Withholding - Microsoft Internet Explorer

Address: https://inlet.tc.fsa.usda.gov/Payments/retrievePayment.do?paymentNumber=129295&lastUpdateTime=2

**Payment Processing - Foreign Person Tax Withholding**

**FRITZ F SCHARENBERG**

Tax ID: ██████████ S Program: 05ELDPPEMOHR Reference / Type: #50002 - LD

Date Issued: 04-26-2005 State / County: FL (12) - Dade (025) Payment ID: #129295

Last Updated by: ELDP:Marta Pruneda Berrones on 04-26-2005

Original Payment Amount: \$8.64

Remaining Payment Amount: \$8.64

**Note: Pre-populated amount is 30% of the total payment amount.**

Remaining Payment Amount: \$8.64

Percentage to Withhold:  %

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Total Foreign Person Withholding: \$2.59

Remaining Payment Amount if Applied: \$6.05

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.

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

## Notice FI-2697

### 3 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.

**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:** \$ 894.24

**Override Reason:** Funds Depleted  
None  
Bankruptcy  
Appeal  
Small Balance  
Claim Paid In Full  
Producer Request  
Funds Depleted

**Claim Remaining Payment Amount**

Save Re-Calculate Cancel

[EForms](#) [Email Us](#) [Search](#) [Local Office](#) [USDA Home Page](#)

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.

### 3 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 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.

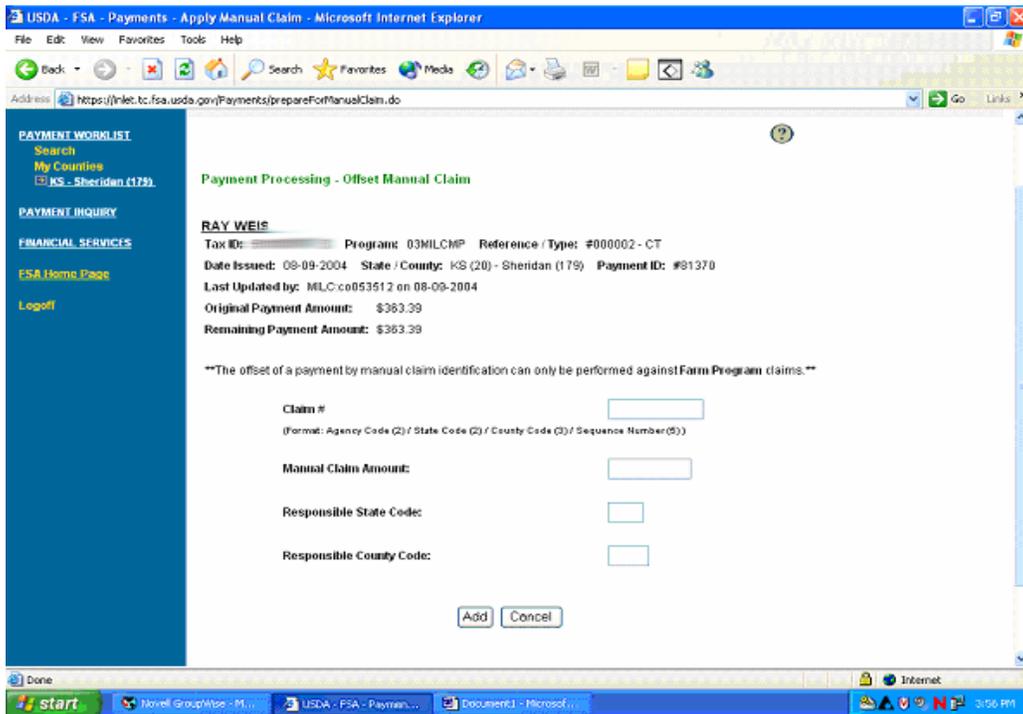
3 Payment Worklist for Service Center Representative (Continued)

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.

**Note:** 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.

## Notice FI-2697

### 3 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.

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

**PAYMENT INQUIRY**

**FINANCIAL SERVICES**  
FSA Home Page  
Logoff

**Payment Processing - Receivables**

**SUNNY LEA FARMS**  
Tax ID: [REDACTED] 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.

### 3 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.

**Note:** The payment will be 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.

### 3 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.

## Notice FI-2697

### 4 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.

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'USDA - FSA - Payments - Payments Certification Signing Worklist'. The address bar shows the URL: <https://inlet.fc.fsa.usda.gov/Payments/login.do>. The page content is titled 'Payment Certification Worklist' and lists the following entries:

Entry	Name	Program	Reference / Type	Amount	Date Issued	State / County	Payment ID
1.	GEORGE HAFFNER	04MILCTRP	#000008 - CT	\$59.63	06-11-2004	KS (20) - Sheridan (179)	#366
2.	DOUBLE R FARMS	03MILCTRP	#000039 - CT	\$17.50	06-21-2004	KS (20) - Sheridan (179)	#28846
3.	GARY E MOSS	03MILCTRP	#000041 - CT	\$35.01	06-22-2004	KS (20) - Sheridan (179)	#28936
4.	GARY E MOSS	04MILCMP	#000041 - CT	\$330.75	06-22-2004	KS (20) - Sheridan (179)	#28938
5.	DAVID POPP	03MILCTRP	#000042 - CT	\$17.50	06-22-2004	KS (20) - Sheridan (179)	#28940
6.	DAVID POPP	04MILCMP	#000042 - CT	\$1,890.00	06-22-2004	KS (20) - Sheridan (179)	#28942
7.	HENRY J ZERR	04MILCMP	#000058 - CT	\$186.30	07-16-2004	KS (20) - Sheridan (179)	#71379
8.	FRED L PRATT	04MILCMP	#000057 - CT	\$43.06			

## Notice FI-2697

### 4 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.

USDA - FSA - Payments - Payment Detail - Microsoft Internet Explorer provided by USDA

File Edit View Favorites Tools Help

Address <https://inlet.tc.fsa.usda.gov/Payments/retrievePaymentForCertification.do?paymentNumber=366>

Search [Click here, type your search, then click Find It ->](#) Find It Dictionary AdZapper Smiley Travel Games Help

**PAYMENT WORKLIST**  
[Search](#)  
[Certification](#)  
[Certification](#)

**PAYMENT INQUIRY**

**FINANCIAL SERVICES**  
[FSA Home Page](#)  
[Logout](#)

**Payment Certification Approval**

**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)

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; this is the default
- “Approve” the payment as being proper, due and payable as it is
- “Reset Payment Processing” for special processing by a Service Center Representative
- “Hold for Cancel by Program” by the initiating web-based program application.

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

## Notice FI-2697

### 4 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.

### 5 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.fc.fsa.usda.gov/Payments/retrieveWorklist.do?action=C2>. 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 - County Signing" and displays two payment entries:

- FRED L PRATT** Tax ID: [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
- LARRY GOETZ** Tax ID: [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 worklist, there is a button labeled "Complete Sign Process".

## 5 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, which is the default
- “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.

### D Separation of Duties

NPS validates that the separation of duties is applied. If an employee has certified a payment, that payment will **not** appear on the signing worklist for that user ID. If there are not enough employees in the County Office to abide by the separation of duty requirement, the County Office shall contact the State Office for an authorized State Office signing official to complete the signing process. The State Office signing official shall request any supporting documentation necessary to determine the appropriateness of the payment.

**Note:** A future release will provide the capability to view the payments that are in pending status.

## 6 Entering Search Criteria to Filter Service Center Representative Worklist

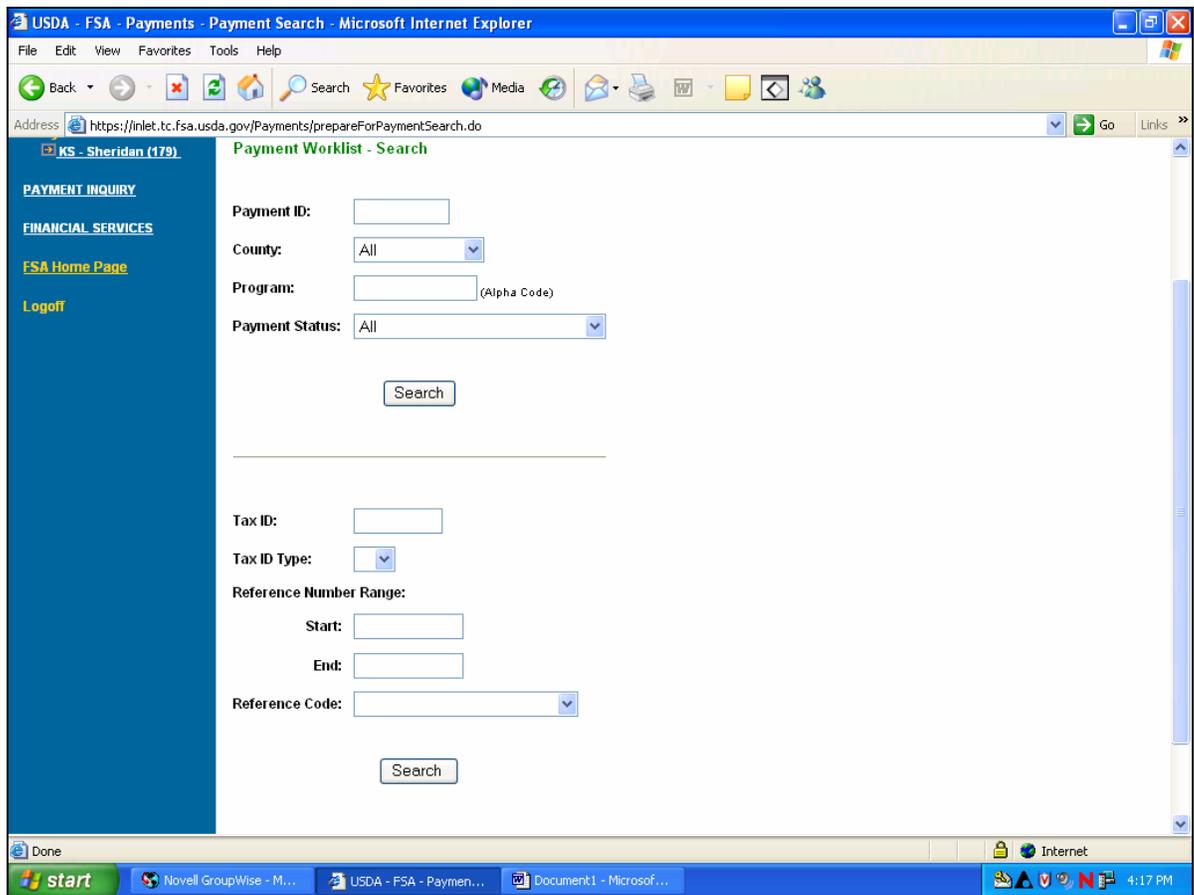
### A Overview

The worklist will display all payments to be processed by the Service Center Representative, unless the search criteria option is used. The search criteria option allows the Service Center Representative to filter the worklist, which may make the worklist more manageable during heavy payment cycles.

**Note:** A future release will provide a search option for certifying and signing worklists.

### 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 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.

## 6 Entering Search Criteria to Filter Service Center Representative Worklist (Continued)

### B Search Criteria Available (Continued)

- **Program code.** Enter the program code that is used by the initiating application.
- **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.

## 7 Centralization of NPS Check and Transaction Statement Printing

### A Treasury Department Printing of Checks

All checks generated by NPS will be printed by Treasury Department's Kansas City facility on Treasury Department's check stock. Treasury Department will include an insert in the check mailing to advise the check recipient that the payment is for Farm Service Agency/Commodity Credit Corporation. Exhibit 1 provides an example of the insert.

Payment recipients receiving payment by check should expect a slight delay in receipt of the check because the information must be transferred to Treasury Department. There is no delay when payment is made by EFT.

## Notice FI-2697

### 7 Centralization of NPS Check and Transaction Statement Printing (Continued)

#### B KCFO Printing of Transaction Statements

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

#### C No NPS Transmissions

NPS is online; therefore, no County Office transmission is necessary for NPS-initiated payments.

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

### 8 Payment Processing Functions Supported by NPS Without User Intervention

#### A Payment Processing Functions Not Requiring User Intervention

NPS includes the same payment processing functions that are included in the accounting application on the System 36/AS 400. Information for the following payment processing 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.

#### B Program Codes for Assignments and Joint Payments

Program applications that have previously been paid through the System 36/AS 400 will use a different program code for payment through NPS. If a program is paid through the System 36/AS 400 and through NPS, both program codes must be entered in Financial Services and the assignment must be manually maintained. Assignments for programs that use NPS for payment processing are not replicated to the System 36/AS 400. Therefore, the amounts applied to an NPS assignment are only updated in Financial Services.

**9 Additional Guidance**

**A Processing eLDP's Through NPS**

Online 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 if 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.

**B Separate Instructions on Updating Claims and Receivables on the System 36/AS 400**

Notice FI-2693 provides instructions on further processing and updating of claims and receivables as a result of NPS automatic withholding and offset.

**C Program Specific Training on NPS**

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

**Sample Insert for Treasury Department Check Mailing**

**United States Department of Agriculture  
Farm Service Agency  
Important Message!**

**Dear Payee:**

**The enclosed U.S. government check was issued by the U.S. Treasury as authorized by the USDA Farm Service Agency (FSA) Commodity Credit Corporation (CCC). Effective May 2, 2005, FSA/CCC began efforts to transition its check payment to Treasury for disbursement. The initial transition will only affect certain programs. However, in the future, all CCC check payments will be issued using Treasury checks rather than CCC checks. CCC checks will become obsolete.**

**Transaction Statements for CCC check payments issued by the U.S. Treasury will be mailed separately the following business day after the check has been mailed to you. The Treasury Check number will be displayed on your transaction statement for your reference.**

**If you have a question regarding your check payment please contact your local FSA Service Center Office or if you have E-authentication Level 2 Access you may view your payment information online at <http://www.fsa.usda.gov>. Go to the FSA eGov tab and click on Financial Inquiries. You may also contact the Kansas City Finance Office Financial Operations Division at 1-816-926-3398 Monday through Friday between the hours of 8:00 a.m. and 4:30 p.m. central time.**