

**For:** State and County 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.

State and County Office employees are authorized access to NPS and their roles are established in the security database according to Notice FI-2758.

**B Purpose**

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

<b>Disposal Date</b>	<b>Distribution</b>
May 1, 2007	State Offices; State Offices relay to County Offices

## Notice FI-2759

### 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>• Angela Ackerly by:<ul style="list-style-type: none"><li>• e-mail at <b>angela.ackerly@kcc.usda.gov</b></li><li>• telephone at 816-926-6979.</li></ul></li></ul>

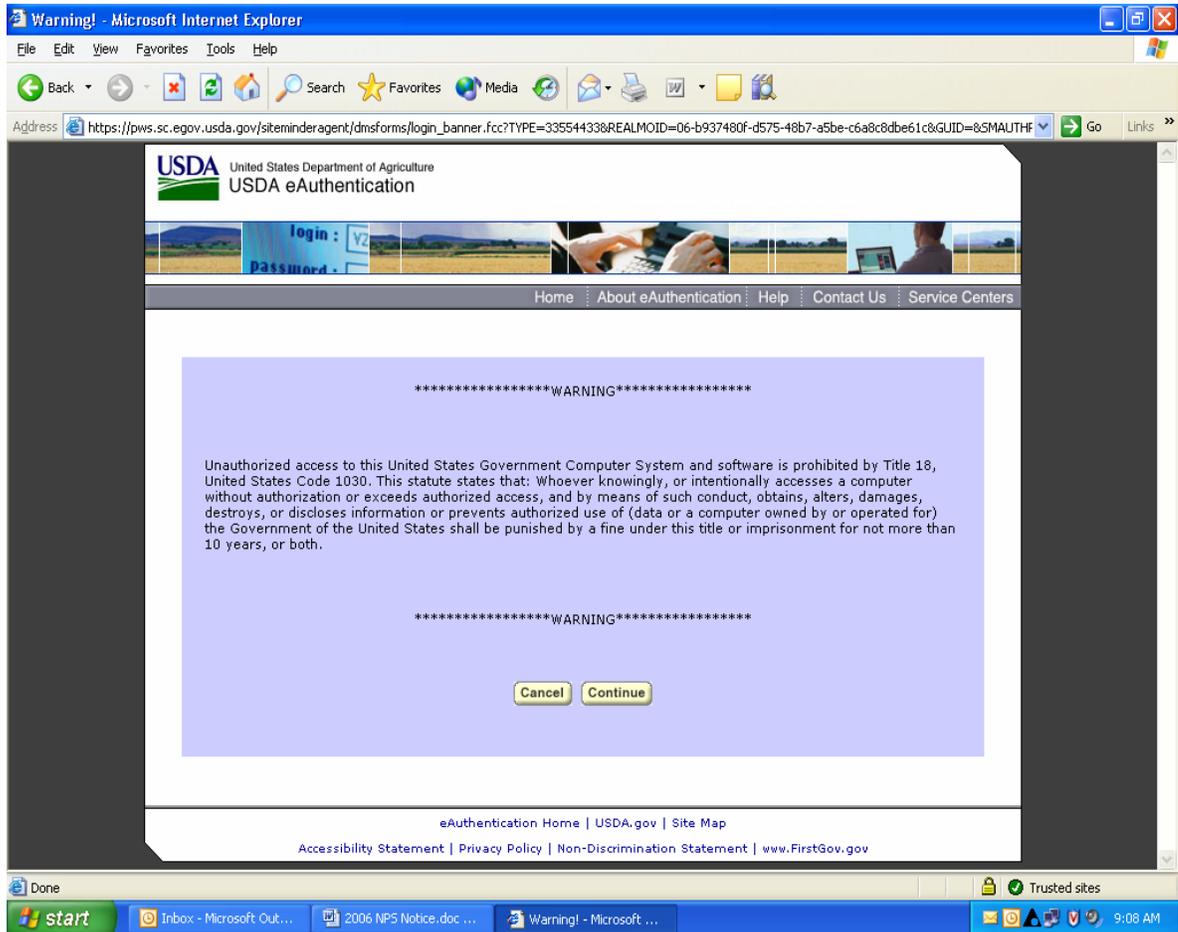
## Notice FI-2759

### 2 Using NPS in the County Office

#### A Login to Web Site

County Office employees must have a valid eAuthentication user ID, password to login, and established role by FSA Security to access 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.

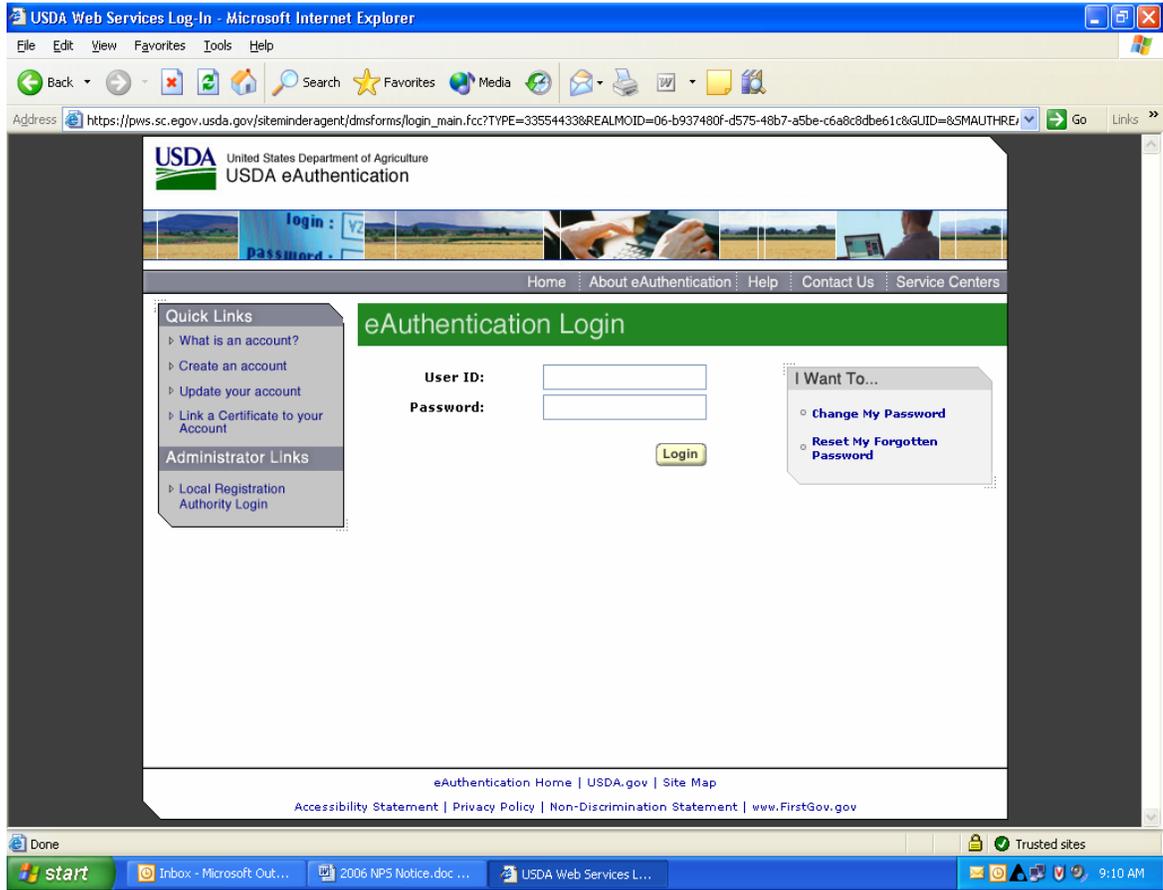


CLICK “Continue” and the eAuthentication Login Screen will be displayed.

## 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, then the banner on the left side of the screen will allow the user to change roles.

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

## Notice FI-2759

### 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.

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.  <b>Note:</b> 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 (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, then 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, then 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, then 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, then the Service Center Representative must enter a reason code for overriding the offset.
- **Receivables.** If a receivable is present in the receivable database, then 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, then 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, prompt payment interest reason code, or other Agency offset and determines that the process was incorrect, then 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-2759

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

#### B Example of Service Center Representative Worklist

The following is an example of the Service Center Representative worklist in NPS on the Payment Worklist Screen.

The screenshot shows the 'Payment Worklist' screen for a Service Center Representative. The page title is 'USDA - FSA - Payments - Payment Worklist - Microsoft Internet Explorer provided by USDA'. The browser address bar shows 'https://inlet.tc.fsa.usda.gov/Payments/NPSLogout.do'. The page content includes a navigation menu on the left with links for 'PAYMENT WORKLIST', 'My Counties', 'Certification', and 'Signing'. The main content area displays a list of four payment 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  
[1. Claim](#) [Reset Payment Processing](#)
- 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  
[1. Receivable](#) [Reset Payment Processing](#)
- 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  
[1. Receivable](#) [Reset Payment Processing](#)
- 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, then 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, then the user would CLICK “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-2759

### 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, then the payment will appear on the Service Center Representative's payment worklist to enter the reason code for the late payment. The following 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 button options 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 either of the following:

- "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:** See to 61-FI for more information on prompt payment interest.

## Notice FI-2759

### 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, then the payment will appear on the Service Center Representative’s worklist. The following 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: [REDACTED] 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: 30 %

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, then 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, then apply the 30 percent reduction for tax withholding, and CLICK “Save”.

If the foreign person tax withholding is saved, and:

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

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

## Notice FI-2759

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

#### E Offsetting a Claim in NPS

To process a claim, the Service Center Representative must CLICK “Claim” in the payment worklist. The following is an example of a claim processing screen.

The screenshot shows the "Offset Manual Claim" screen in a Microsoft Internet Explorer browser window. The browser title is "USDA - FSA - Payments - Apply Claim - Microsoft Internet Explorer provided by USDA". The address bar shows the URL: <https://inlet.tc.fsa.usda.gov/Payments/retrieveOffsettableClaimForCustomer.do>. The search bar contains "FSA".

The main content area displays the following information:

- Offset Manual Claim**
- Created:** 02-01-2003
- Type:** PI
- Program:** 03CORNLN
- Claim #:** #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 (dropdown menu open showing options: None, Bankruptcy, Appeal, Small Balance, Claim Paid In Full, Producer Request, Funds Depleted)

**Claim Re...**  
**Remaining Payment Amou...**

Buttons: Save, Re-Calculate, Cancel

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

If a claim is present in the centralized database, then 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, then 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 “Remaining Debt Amount” field 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, then the payment will move to the Certifying Official’s payment worklist
- other special processing is required, then NPS will display the next special processing item for the payment recipient.

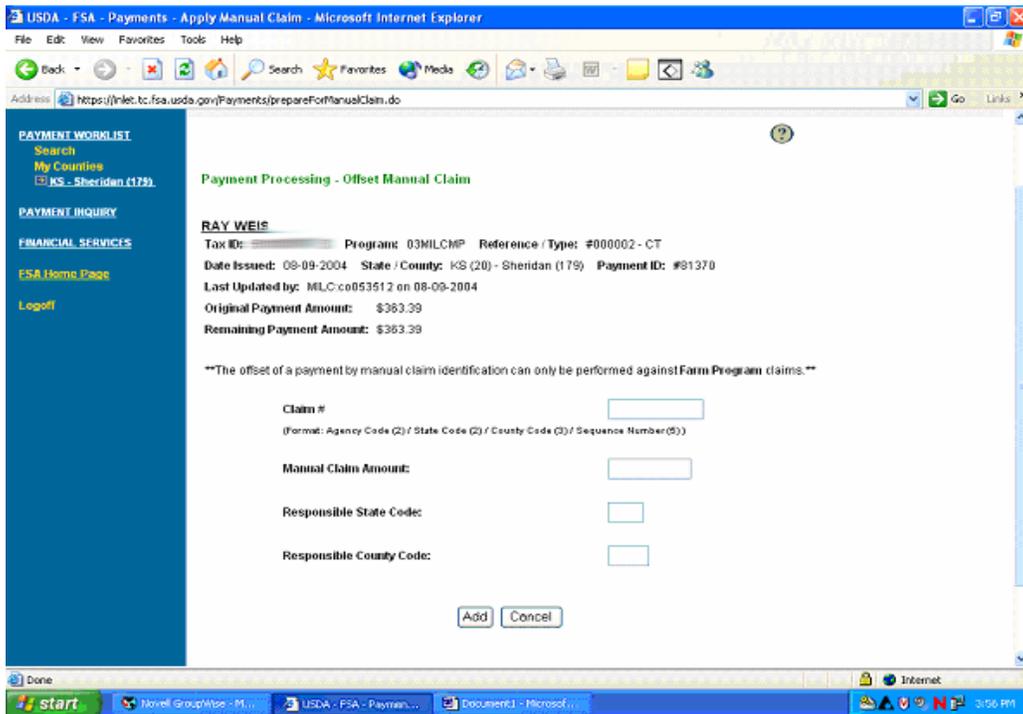
3 Payment Worklist for Service Center Representative (Continued)

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, then the user shall CLICK “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.

The following is an example of the Offset Manual Claim Screen.



On the Offset Manual Claim Screen, enter the:

- following from FSA-671:
  - claim number in item 2
  - claim amount in item 15
- responsible State and county codes.

**Note:** If the claim is transferred from another State and county, then the codes are in FSA-671, item 16 A.

CLICK “Add” to add the claim to the worklist for offset.

## Notice FI-2759

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

#### G Offsetting a Receivable

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

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

Address: <https://inlet.fc.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**

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: \$

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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.

## Notice FI-2759

### 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. The payment will be returned to the Service Center Representative’s worklist.

If the receivable is saved, and:

- no other special processing is required, then the payment will move to the Certifying Official’s payment worklist
- other special processing is required, then 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, then the Service Center Representative may CLICK "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.

The "Reset Payment Processing" can also be used if an accounting flag has been changed since the time that the payment was initially processed by the program application. NPS will read the accounting flags in the customer profile when "Reset Payment Processing" is selected.

#### 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, then 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 "Save" to complete the process.

#### J Priority of Special Processing

If a payment requires more than 1 special processing event, then 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-2759

### 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

The following is an example of a Certifying Official’s payment worklist on the Payment Certification Worklist Screen.

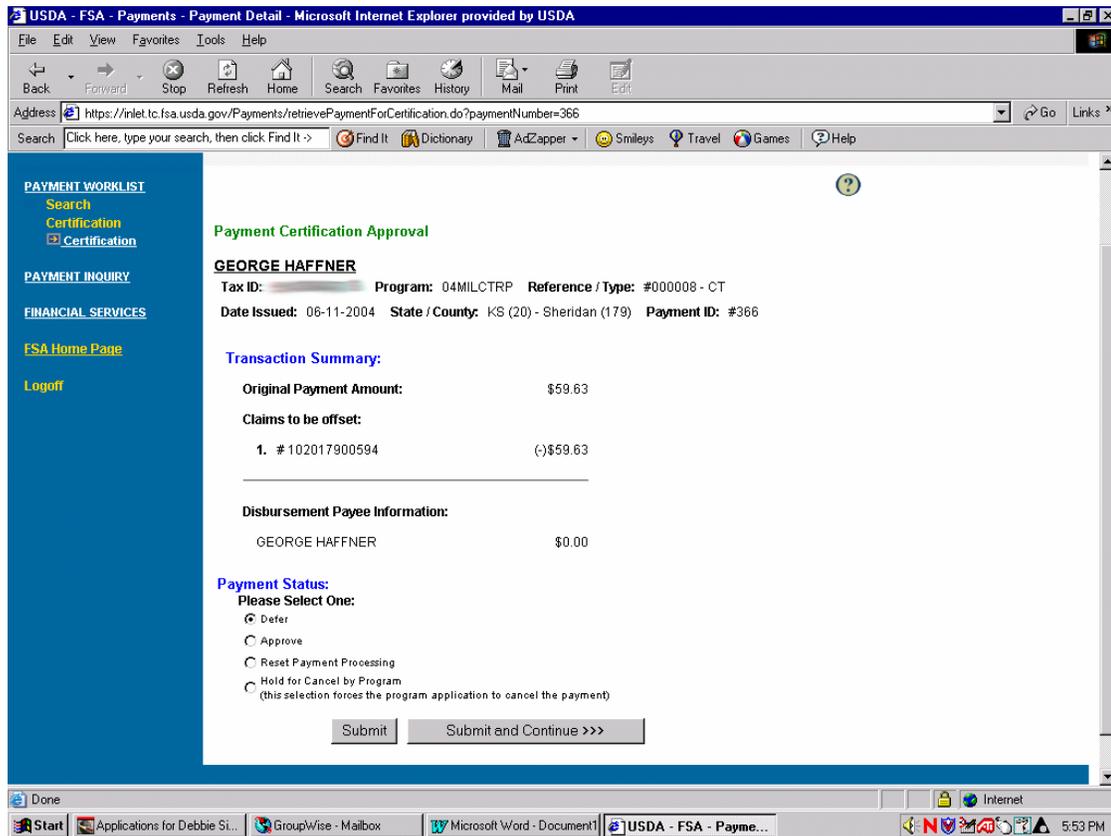
The screenshot shows a web browser window titled "USDA - FSA - Payments - Payments Certification Signing Worklist - Microsoft Internet Explorer provided by USDA". The address bar shows "https://inlet.fc.fsa.usda.gov/Payments/login.do". The page content is titled "Payment Certification Worklist" and lists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

Item	Name	Tax ID	Program	Reference / Type	Amount	Date Issued	State / County	Payment ID
1.	GEORGE HAFFNER	[REDACTED]	04MILCTRP	#000008 - 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			

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 “Detail” for each payment to be electronically signed. Any special processing by the Service Center Representative will be displayed. The following is an example of the Payment Certification Approval Screen that a Certifying Official will electronically sign.



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.

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

When the user selects “Hold for Cancel by Program”, the user will **not** be able to change this selection. Do **not** select this option if the program application does not have a cancel option available.

## Notice FI-2759

### 4 Payment Worklist for Certifying Official (Continued)

#### C Processing Payments as a Certifying Official (Continued)

The Certifying Official must CLICK:

- “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

The following is an example of a Signing Official’s payment worklist on the County Signing Screen.

USDA - FSA - Payments - Payments Certification Signing Worklist - Microsoft Internet Explorer provided by USDA

Address: <https://inlet.tcfsa.usda.gov/Payments/retrieveWorklist.do?action=C2>

**Financial Services**

eForms Contact Us Search Local Offices USDA Home

**PAYMENT WORKLIST**

Search

My Counties

KS - Sheridan (179)

Certification

Signing

**PAYMENT INQUIRY**

**FINANCIAL SERVICES**

FSA Home Page

Logout

**Payment Certification - County Signing**

- 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)  
 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)  
 Approve  
 Dispute  
 Defer

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 County Signing Screen will display the following:

- 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 “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, then 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, then 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.

## Notice FI-2759

### 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”. The following is an example of the Payment Worklist - Search Screen.

The screenshot shows a web browser window titled "USDA - FSA - Payments - Payment Search - Microsoft Internet Explorer". The address bar contains the URL "https://inlet.tc.fsa.usda.gov/Payments/prepareForPaymentSearch.do". The page content is titled "Payment Worklist - Search". On the left side, there is a blue sidebar with the following links: "KS - Sheridan (179)", "PAYMENT INQUIRY", "FINANCIAL SERVICES", "FSA Home Page", and "Logout". The main content area contains two search forms. The first form has fields for "Payment ID:", "County:" (with a dropdown menu set to "All"), "Program:" (with a text input and "(Alpha Code)" label), and "Payment Status:" (with a dropdown menu set to "All"). Below this form is a "Search" button. The second form has fields for "Tax ID:", "Tax ID Type:" (with a dropdown menu), "Reference Number Range:" (with "Start:" and "End:" text inputs), and "Reference Code:" (with a dropdown menu). Below this form is another "Search" button. The browser's taskbar at the bottom shows several open applications: "start", "Novell GroupWise - M...", "USDA - FSA - Paymen...", and "Document1 - Microsof...". The system clock in the bottom right corner shows "4:17 PM".

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.

## Notice FI-2759

### 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 list to select 1 of the following:
  - “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’s Kansas City facility on Treasury’s check stock. Payment recipients receiving payment by check should expect a slight delay in receipt of the check because the information must be transferred to Treasury. There is no delay when payment is made by EFT.

## Notice FI-2759

### 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, then both program codes must be entered in FSA 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 FSA Financial Services.

**9 Additional Guidance**

**A Processing Producer Generated 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, then 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, then 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 Updating Receivables on the System 36/AS 400**

67-FI provides instructions on further processing and updating of 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.