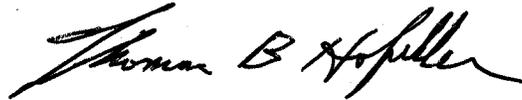


For: State and County Offices

Processing Payments Using the National Payment Service (NPS)

Approved by: Associate Administrator for Operations and Management



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 System 36/AS 400 Disbursement/Check Writing function. 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 IRM-400.

The next web software deployment for NPS:

- includes the option to reset a payment that was erroneously marked as “Hold for Program Cancel”
- changes the default setting on the signing official’s worklist to “Defer”; the default action of “Approve” was an internal control weakness.

B Purpose

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

Disposal Date	Distribution
December 1, 2008	State Offices; State Offices relay to County Offices

Notice FI-2821

1 Overview (Continued)

C Contact

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

Issue	Contact
Software-related problems.	National Help Desk at 800-255-2434 or 816-926-1552. Note: Select option 3 for hardware and application software.
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• Angela Ackerly by:<ul style="list-style-type: none">• e-mail at angela.ackerly@kcc.usda.gov• telephone at 816-926-6979.

Notice FI-2821

2 Using NPS in County Offices

A Login to Web Site

County Office employees **must** have a valid eAuthentication user ID and 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, under Secured Applications, **CLICK** “FSA Financial Services”. The FSA Financial Services Home Page will be displayed.

CLICK “National Payment Service”. The following screen will be displayed.



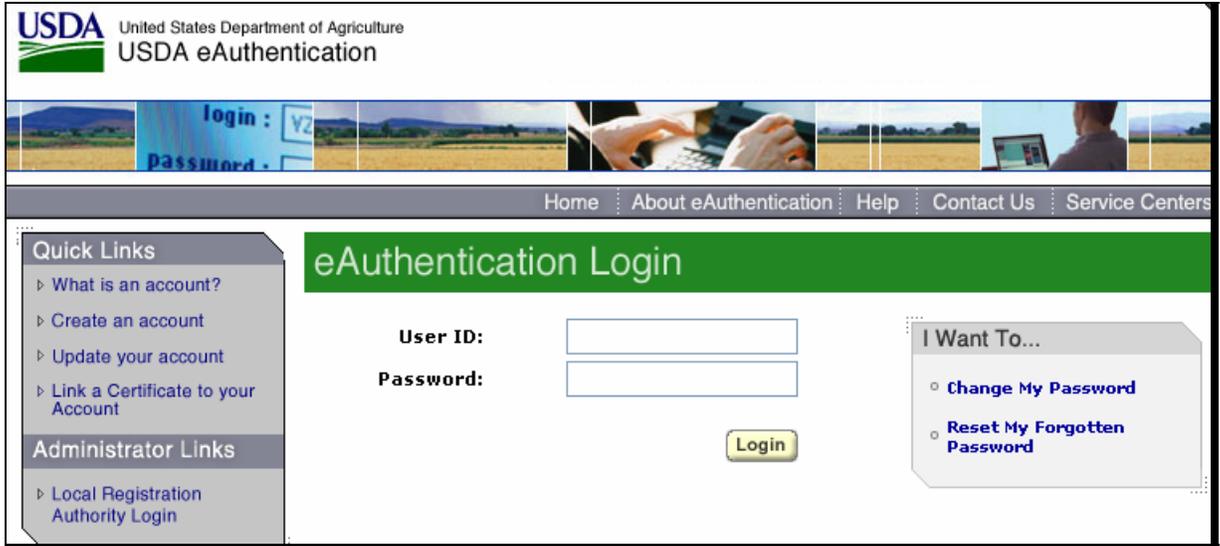
CLICK “Continue” and the eAuthentication Login Screen will be displayed.

Notice FI-2821

2 Using NPS in County Offices (Continued)

A Login to Web Site (Continued)

This is an example of the eAuthentication Login Screen to enter the user ID and password.



The screenshot shows the USDA eAuthentication login interface. At the top left is the USDA logo and the text "United States Department of Agriculture" and "USDA eAuthentication". Below this is a banner with a landscape image and a "login:" field. A navigation bar contains links for "Home", "About eAuthentication", "Help", "Contact Us", and "Service Centers". The main content area has a green header "eAuthentication Login". On the left, there are "Quick Links" (What is an account?, Create an account, Update your account, Link a Certificate to your Account) and "Administrator Links" (Local Registration, Authority Login). The central form has "User ID:" and "Password:" labels with corresponding input fields and a "Login" button. On the right, there is a "I Want To..." section with radio buttons for "Change My Password" and "Reset My Forgotten 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-2821

2 Using NPS in County Offices (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. Note: 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.
Reset Held Payment	Allows the user to reset a payment that was previously marked "Held" for Cancel By Program.
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; on the right top portion of the screen, click "circle with a question mark inside of it" on any screen to access online help.

3 Payment Worklist for Service Center Representative

A Payment Worklist for Service Center Representative Contents

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.** Click the applicable radio button that designates the reason code for the prompt payment interest due. The NPS calculated prompt payment interest amount may **not** be changed.

3 Payment Worklist for Service Center Representative (Continued)

A Payment Worklist for Service Center Representative Contents (Continued)

- **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 IRS W-8ECI providing exemption from foreign person tax withholding. If the payment recipient has **not** filed IRS W-8ECI 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 from a drop-down list 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 claim 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-2821

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.

Farm Service Agency Online Financial Services

Accessibility Statement eForms Contact Us Search Local Offices USDA Home

PAYMENT WORKLIST

Search

My Counties

VA - BRUNSWICK (025)

Certification

Certification

Signing

PAYMENT INQUIRY

RESET HELD PAYMENT

FINANCIAL SERVICES

FSA Home Page

Logoff

Payment Worklist

- JANE JOHNSON** S
Program: TTPP05TOFCQUO Reference / Type: #510252001603 / CT Amount: \$459.20
Date Submitted: 10-17-2007 State / County: VA (51) - BRUNSWICK (025) Payment ID: #7075457
[Reset Payment Processing](#)
[Receivable](#)
- JOHN DOUGH** S
Program: TTPP05TOFCQUO Reference / Type: #510252000298 / CT Amount: \$9,704.80
Date Submitted: 10-17-2007 State / County: VA (51) - BRUNSWICK (025) Payment ID: #7075458
[Reset Payment Processing](#)
[Claim](#)
- JANE JOHNSON** S
Program: TTPP05TOFCQUO Reference / Type: #510252001603 / CT Amount: \$459.20
Date Submitted: 10-17-2007 State / County: VA (51) - BRUNSWICK (025) Payment ID: #7075483
[Reset Payment Processing](#)
[Claim](#)

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 on the left banner under “My Counties”; if more than 1 county that the user ID has authority for has payments to be made, the other county would be displayed and user would click the other county name to display a worklist for the other county
- authority to serve as a certifying official and a signing official; therefore, under the Certification label, “Certification” and “Signing” are displayed; if the user was logging in to NPS to certify payments or sign payments already certified, the user would CLICK “Certification” or “Signing” to change to the appropriate worklist.

Item 1 has a claim that requires the Service Center Representative to intervene for the claim.

Notice FI-2821

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 select the appropriate reason code for the late payment. The following is an example of the Prompt Payment Interest Screen.

The screenshot shows a web application interface for processing a payment. On the left is a blue navigation sidebar with links for 'PAYMENT WORKLIST', 'Search', 'My Counties', 'VA - BRUNSWICK (025)', 'Certification', 'Certification', 'Signing', 'PAYMENT INQUIRY', 'RESET HELD PAYMENT', 'FINANCIAL SERVICES', 'FSA Home Page', and 'Logoff'. The main content area is titled 'Payment Processing - Prompt Payment Reason Code' and displays details for 'JANE DOUGH'. The details include: Tax ID: 3, Program: 06MILCII, Reference / Type: #000002-CT, Date Submitted: 11-01-2007, State / County: VA (51)-BRUNSWICK (025), Payment ID: #7075985, Last Updated by: NS008120 on 11-19-2007, Original Payment Amount: \$1999.20, Prompt Pay Interest Date: 08-08-2006, Interest Rate: 5.7500%, Total Payment Amount: \$2117.23, and Remaining Payment Amount: \$2117.23. Below these details are four radio button options for selecting a reason code: 'High number of payments being processed(HV)', 'Program documentation delay(DD)', 'Local office misplacement/mishandling(MD)', and 'Computer system failure(CF)'. At the bottom right of the form 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 the radio button that best describes the reason that the payment was **not** made on time
- 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-2821

3 Payment Worklist for Service Center Representative (Continued)

D Applying Foreign Person Tax Withholding

IRS requires that a foreign person tax 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. The following is an example of the Foreign Person Tax Withholding Screen.

PAYMENT WORKLIST
Search
My Counties
CA - Mariposa (043)
CA - Merced (047)
Certification
Certification
Signing

PAYMENT INQUIRY
RESET HELD PAYMENT
FINANCIAL SERVICES
FSA Home Page
Logoff

Payment Processing - Foreign Person Tax Withholding

THOMAS JONES
Tax ID: S Program: 07ELDPEPELT Reference / Type: #50202-LD
Date Submitted: 11-02-2007 State / County: CA (06) - Merced (047) Payment ID: #7076029
Last Updated by: NPS:jobScheduler on 11-02-2007
Original Payment Amount: \$237.66
Remaining Payment Amount: \$237.66

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

Remaining Payment Amount: \$237.66
Percentage to Withhold: 30 %

Total Foreign Person Withholding: \$71.30
Remaining Payment Amount if Applied: \$166.36

Save Re-Calculate Cancel

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
- **not** filed the proper form to claim exemption from the foreign person tax withholding, apply the 30 percent reduction for tax withholding, and CLICK “Save”.

Notice FI-2821

3 Payment Worklist for Service Center Representative (Continued)

D Applying Foreign Person Tax Withholding (Continued)

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

E Offsetting a Claim in NPS

To process a claim, in the payment worklist the Service Center Representative **must** CLICK "Claim". The following 2 screen shots are an example of a claim processing screen.

The screenshot displays the 'Financial Services' section of the Farm Service Agency Online portal. The main content area is titled 'Payment Processing - Claims' and shows details for a claimant named THOMAS JONES. The claim information includes: Tax ID: S, Program: TTPP05TOFCQUO, Reference / Type: #510252000298-CT, Date Submitted: 10-17-2007, State / County: VA (51)-BRUNSWICK (025), Payment ID: #7075458, and Last Updated by: DL008115 on 11-20-2007. The Original Payment Amount is \$9704.80, and the Remaining Payment Amount is \$9704.80. A table lists the claim details:

Created	Type	Program	Claim #
1. 05-21-2007	PI	TTPP05TOBBQUO	#105102500085

Below the table, there is a section titled 'Candidate Payments Already Applied to this Claim' with the following data:

Payment ID	Payment Status	Amount Applied
1. #7075482	Signed	\$ 25.00

Summary statistics at the bottom of the candidate payments section:

Total Payments Applied:	\$25.00
Remaining Debt Amount:	\$96.20

The left sidebar contains navigation links for 'PAYMENT WORKLIST', 'PAYMENT INQUIRY', 'RESET HELD PAYMENT', 'FINANCIAL SERVICES', 'FSA Home Page', and 'Logoff'. The top navigation bar includes 'eForms', 'Contact Us', 'Search', 'Local Offices', and 'USDA Home'.

Notice FI-2821

3 Payment Worklist for Service Center Representative (Continued)

E Offsetting a Claim in NPS (Continued)

[FSA Home Page](#) [Offset Manual Claim](#)

[Logoff](#)

Created	Type	Program	Claim #
1. 05-21-2007	PI	TTPP05TOBBQUO	#105102500085

Candidate Payments Already Applied to this Claim

Payment ID	Payment Status	Amount Applied
1. #7075482	Signed	\$ 25.00

Total Payments Applied: \$25.00
Remaining Debt Amount: \$96.20

Debt Amount: \$96.20

Total Payment Amount Applied Including Interest: \$

Override Reason:

Debt Amount: \$120.58
Total Payment Amount Applied Including Interest: \$25.00
Remaining Payment Amount if Applied: \$9608.60

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, the user will enter the claim information using the “Offset Manual Claim” link before processing the claim. See subparagraph F.

The Debt Amount field displays the total remaining in the claims database for the displayed claim. In this example, the payment recipient has previously had \$25 applied to the claim, as displayed 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 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
- “Disaster/Debt Offset Deferred”, if taking the offset is being deferred due to a disaster.

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.

Notice FI-2821

3 Payment Worklist for Service Center Representative (Continued)

E Offsetting a Claim in NPS (Continued)

The following screen displays the payment request **after** users CLICK “Re-Calculate”.

[Logoff](#) [ESB Home Page](#) [Offset Manual Claim](#)

Created	Type	Program	Claim #
1. 05-21-2007	PI	TTPP05TOBBQUO	#105102500085

Candidate Payments Already Applied to this Claim

Payment ID	Payment Status	Amount Applied
1. #7075482	Signed	\$ 25.00

Total Payments Applied: \$25.00
Remaining Debt Amount: \$96.20

Debt Amount: \$96.20

Total Payment Amount Applied Including Interest: \$

Override Reason:

Debt Amount: \$120.58
Total Payment Amount Applied Including Interest: \$121.20
Remaining Payment Amount if Applied: \$9608.60

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 “Offset Manual Claim” to enter the claim information.

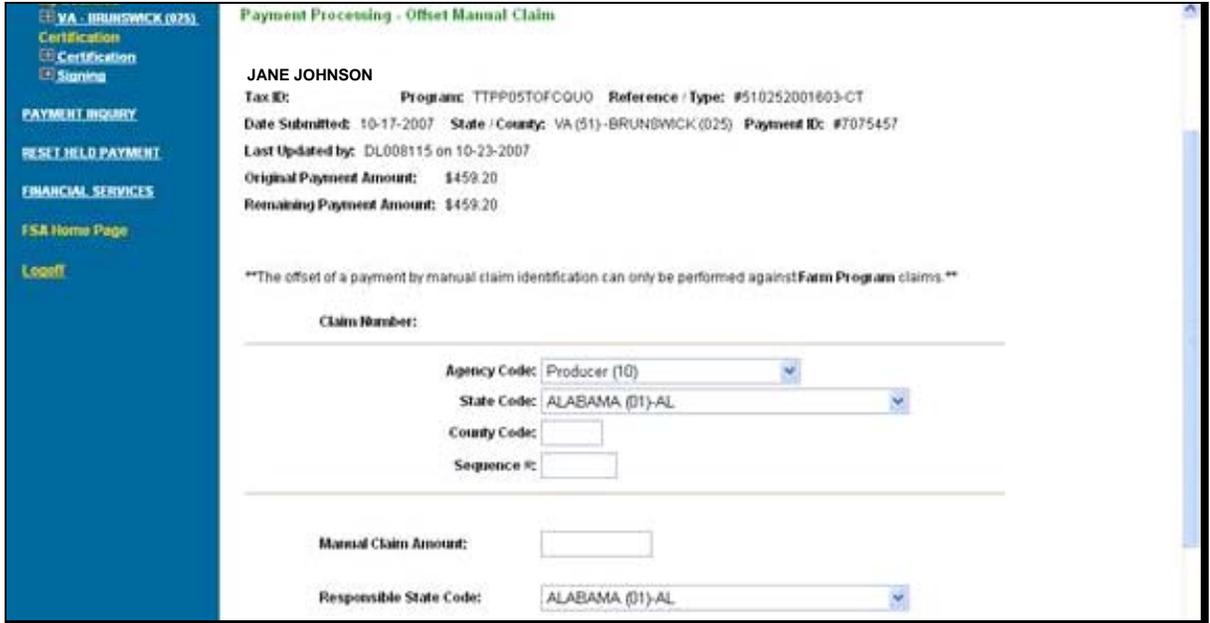
Note: A claim may **not** be present in the centralized database if the claim was established in the last 5 workdays.

Notice FI-2821

3 Payment Worklist for Service Center Representative (Continued)

F Entering Claim Data in NPS if Claim is Not in Centralized Database (Continued)

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



Payment Processing - Offset Manual Claim

JANE JOHNSON
Tax ID: Program: TTPP05TOFCOQUO Reference / Type: #510252001803-CT
Date Submitted: 10-17-2007 State / County: VA (51)-BRUNSWICK (025) Payment ID: #7075457
Last Updated by: DL008115 on 10-23-2007
Original Payment Amount: \$459.20
Remaining Payment Amount: \$459.20

The offset of a payment by manual claim identification can only be performed against Farm Program claims.

Claim Number: _____

Agency Code:
State Code:
County Code:
Sequence #:

Manual Claim Amount:

Responsible State Code:

Notice FI-2821

3 Payment Worklist for Service Center Representative (Continued)

F Entering Claim Data in NPS if Claim is Not in Centralized Database (Continued)

The data to populate the requested information on the Offset Manual Claim Screen is found on FSA-671, as follows.

FSA-671 (10-21-1987)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency		1. TRANSMITTAL NO. 0009	2. CLAIM CONTROL NO. 27 111 10 00664	3. TRANSMITTAL DATE 10/16/2007
CLAIMS DATA TRANSMITTAL RECORD				STATE CODE	COUNTY CODE	SEQUENCE#
SECTION I - CLAIM IDENTIFICATION						
4. TYPE OF CLAIM 45	5. BASIS OF CLAIM 11 421	6. PROGRAM (List) A. O2CRP	ADJ.	AMOUNT \$2,280.00		
7. PRIOR TRANSMITTAL NO. 0008	8. PRIOR TRANSMITTAL DATE 09/11/2007	B.				
9. DATE OF INDEBTEDNESS 01/04/2006	10. LOAN/FARM/OTHER NO. 2871 C	C.				
11. INTEREST RATE 5.125	12. INTEREST TYPE L	13. INT. START DATE 09/26/2007	14. ORIGINAL CLAIM PRINCIPAL	\$2,280.00		
15. CLAIM PRINCIPAL OUTSTANDING				MANUAL CLAIM AMOUNT	\$2,280.00	
SECTION II - CLAIMS ACTION AND STATUS CHANGE						
16. A. TRANSFERRED: STATE- B. Amou		COUNTY- RESPONSIBLE COUNTY CODE	17. TERMINATED		AMOUNT	
18. Admini		RESPONSIBLE STATE CODE	A. Uncollectable			
			B. Small Amount Rule			

- Select the appropriate Agency Code from the drop-down list. The agency code is the third set of numbers found in FSA-671, item 2.
- Select the appropriate State Code from the drop-down list. The State code is the first set of numbers found in FSA-671, item 2.
- Enter the appropriate County Code. The county code is the second set of numbers found in FSA-671, item 2.
- Enter the appropriate Sequence #. The sequence number is the fourth set of numbers found in FSA-671, item 2.
- Enter the Manual Claim Amount. The manual claim amount can be found in FSA-671, item 15.
- Enter the Responsible State Code. The responsible State code can be found in FSA-671, item 16A.
- Enter the Responsible County Code. The responsible county code can be found in FSA-671, item 16A.

Notice FI-2821

3 Payment Worklist for Service Center Representative (Continued)

F Entering Claim Data in NPS if Claim is Not in Centralized Database (Continued)

Users can click either of the following:

- “Add” to add the claim to the worklist for offset
- “Cancel” to disregard the entered information.

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 “Receivable” to display the payment. The following is an example of the Receivables Screen.

Payment Processing - Receivables

CASEY JONES

Tax ID: [redacted] Program: 07MILCII Reference / Type: #000212-CT

Date Submitted: 11-01-2007 State / County: CA (06)-Merced (047) Payment ID: #7075979

Last Updated by: GM056531 on 11-06-2007

Original Payment Amount: \$289.62

Prompt Pay Interest Date: 03-03-2007

Interest Rate: 5.2500%

Total Payment Amount: \$300.04

Remaining Payment Amount: \$300.04

Due Date	Program	Receivable #
1. 09-18-2005	04DCPCCORN	#0604704894

Candidate Payments Already Applied to this Receivable

Payment ID	Payment Status	Amount Applied
1. #7027587	Signed	\$ 3056.98
2. #7068753	Signed	\$ 161.03

Total Payments Applied: \$3218.01

Remaining Debt Amount: \$10439.98

Debt Amount: \$10439.98

Total Payment Amount Applied Including Interest: \$

In this example, the payment recipient has an outstanding receivable of \$10,439.98. Two offsets have been applied, as displayed in the Candidate Payments Already Applied to this Receivable, but have **not** updated the receivable database yet.

Note: Claim repayment has a higher priority than receivable repayment. Therefore, claims will be offset **before** receivables.

Notice FI-2821

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 update the Total Payment Amount Applied
- “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, 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.

Notice FI-2821

3 Payment Worklist for Service Center Representative (Continued)

H Other Agency Offset

A payment will be offset for an other agency debt, if the "Other Agency" flag is set for the producer profile. This is an example Other Agency Offset Screen.

Payment Processing - Other Agency Offset

ROBERT SMITH
Tax ID: . S Program: 06MILCII Reference / Type: #000002-CT
Date Submitted: 11-01-2007 State / County: VA (51) -BRUNSWICK (025) Payment ID: #7075987
Last Updated by: DL008115 on 11-02-2007
Original Payment Amount: \$1999.20
Prompt Pay Interest Date: 11-08-2006
Interest Rate: 5.7500%
Total Payment Amount: \$2116.56
Remaining Payment Amount: \$2116.56

Add Other Agency Offset To Payment

Amount To Offset: \$

Other Agency Payee Name:

Address 1:

Address 2:

City:

State:

Zip:

Do not Apply Payment to Debt

Notice FI-2821

3 Payment Worklist for Service Center Representative (Continued)

H Other Agency Offset (Continued)

To add an other agency offset, the following Other Agency Offset Screen data **must** be manually entered:

- Amount To Offset; enter the amount to be applied to the other agency offset
- Other Agency Payee Name; enter the other agency payee name as it should be displayed for payment
- Address 1; enter the appropriate other agency address information
- Address 2; enter the appropriate other agency address information
- City; enter the appropriate
- State; select the appropriate State from the drop-down list
- Zip; enter the appropriate ZIP Code.

Click either of the following:

- “Add” to have the other agency offset information entered applied against the payment request
- “Clear” to remove the other agency offset information entered.

CLICK “Do not Apply Payment to Debt”, if there is **no** offset to be taken.

Notice FI-2821

3 Payment Worklist for Service Center Representative (Continued)

H Other Agency Offset (Continued)

This is an example of the Other Agency Offset Screen that will be displayed with the offset being applied against the payment request.

Payment Processing - Other Agency Offset

ROBERT SMITH

Tax ID: S Program: 06MILCII Reference / Type: #000002-CT
Date Submitted: 11-01-2007 State / County: VA (51)-BRUNSWICK (025) Payment ID: #7075987
Last Updated by: DL008115 on 11-02-2007
Original Payment Amount: \$1999.20
Prompt Pay Interest Date: 11-08-2006
Interest Rate: 5.7500%
Total Payment Amount: \$2116.56
Remaining Payment Amount: \$2116.56

1. Agency Name: USDA-NRCS Offset: \$245.00	
3101 Farm Road	<input type="button" value="Edit"/>
Suite 211	<input type="button" value="Remove"/>
Stillwater, OK 74075	

Add Other Agency Offset To Payment

Amount To Offset: \$

Other Agency Payee Name:

CLICK:

- “Edit” to edit any of the other agency offset information that was entered
- “Remove” to remove the other agency offset information
- “Save” to apply the other agency offset against the payment
- “Exit” to not apply the other agency offset against the payment.

I 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 “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.

“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 clicked.

3 Payment Worklist for Service Center Representative (Continued)

J 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 "Save" to complete the process.

K 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.

4 Payment Worklist for Certifying Official

A Payment Worklist for Certifying Officials Contents

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: The Certifying Official **must** have CCC-392 on file.

Notice FI-2821

4 Payment Worklist for Certifying Official (Continued)

B Example of a Certifying Official's Payment Worklist

The Certifying Official may select to see all pending payments, or limit the worklist to a particular ID or program. The following is an example of a Certifying Official's payment worklist on the Payment Certification Worklist Screen.

The screenshot shows the 'Payment Certification Worklist' screen. The header includes 'Farm Service Agency Online Financial Services' and navigation links like 'eForms', 'Contact Us', 'Search', 'Local Offices', and 'USDA Home'. A left sidebar contains navigation options: 'PAYMENT WORKLIST' (with sub-links for Search, My Counties, Certification, and Signing), 'PAYMENT INQUIRY', 'RESET HELD PAYMENT', 'FINANCIAL SERVICES', 'FSA Home Page', and 'Logout'. The main content area lists four items:

Item	Name	Program	Reference / Type	Amount	Date Submitted	State / County	Payment ID
1.	SMITH BROTHERS	06MILCII	E #000434 - CT	\$3,398.64	10-26-2007	CA (06) - Merced (047)	#7075779
2.	JOHN JOHNSON	07MILCII	S #000212 - CT	\$353.98	11-01-2007	CA (06) - Merced (047)	#7075954
3.	JONES BROTHERS	07MILCII	J: E #000212 - CT	\$289.62	11-01-2007	CA (06) - Merced (047)	#7075979
4.	JOHNSON BROTHERS	06MILCII	: E #000442 - CT	\$2,499.00	11-15-2007	CA (06) - Merced (047)	#7076756

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.

The screenshot shows the 'Payment Certification Approval' screen for 'MACHADO BROTHERS'. The left sidebar is identical to the previous screenshot. The main content area displays the following information:

MACHADO BROTHERS
Tax ID: E Program: 07MILCII Reference / Type: #000212 - CT
Date Submitted: 11-01-2007 State / County: CA (06) - Merced (047) Payment ID: #7075979

Transaction Summary:

Original Payment Amount:	\$289.62
Prompt Payment Interest Penalty:	(+) \$10.42
Receivables to be offset:	
1. # 0604704894	(-) \$130.00

Disbursement Payee Information:

MACHADO BROTHERS	\$170.04
------------------	----------

Action:

- 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 >>>]

Notice FI-2821

4 Payment Worklist for Certifying Official (Continued)

C Processing Payments as a Certifying Official (Continued)

A Certifying Official may **not** change any of the Service Center Representative's special processing. The Certifying Official **must** click the applicable 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: See the applicable program instructions to cancel a payment through the initiating program application.

The Certifying Official **must** click either of the following:

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

5 Payment Worklist for Signing Official

A Payment Worklist for Signing Officials Contents

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.

Notice FI-2821

5 Payment Worklist for Signing Official (Continued)

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.

PAYMENT WORKLIST

Search
My Counties
CA - Mariposa (043)
CA - Merced (047)
Certification
Certification
Signing

PAYMENT INQUIRY

RESET HELD PAYMENT

FINANCIAL SERVICES

FSA Home Page
Logout

Payment Certification - County Signing

1. **LARRY SMITH** S
Program: 07MILCII Reference / Type: # 000212 - CT Amount: \$353.98
Date Submitted: 11-01-2007 State / County: CA (06) - Merced (047) Payment ID: #7075954
Certified By: GM056531 - 11-23-2007
FSA/CCC Offset: (N) Receivables: (N) Other Agency Offset: (N)
 Approve
 Dispute
 Defer

2. **SMITH BROTHERS** E
Program: 07MILCII Reference / Type: # 000212 - CT Amount: \$289.62
Date Submitted: 11-01-2007 State / County: CA (06) - Merced (047) Payment ID: #7075979
Certified By: GM056531 - 11-23-2007
FSA/CCC Offset: (N) Receivables: (Y) Other Agency Offset: (N)
 Approve
 Dispute
 Defer

Complete Sign Process

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.

Notice FI-2821

5 Payment Worklist for Signing Official (Continued)

C Processing Payments as a Signing Official (Continued)

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, which is the default.

Note: The default was changed from “Approve” to “Defer” to mitigate internal control concerns.

When the applicable radio button has been clicked, 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 the list on a local printer. File the printout in the file labeled, “FM-19-1” 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.

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.

Notice FI-2821

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

B Search Criteria Available

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

Search
My Counties
VA - BRUNSWICK (025)
Certification
Signing
PAYMENT INQUIRY
RESET HELD PAYMENT
FINANCIAL SERVICES
FSA Home Page
Logoff

Payment Worklist - Search

County: SelectCounty

Issue Date Range:
Begin: 11 / 20 / 2007 (MM/DD/YYYY)
End: 11 / 20 / 2007 (MM/DD/YYYY)

Payment Status:
Foreign Person Tax Withholding(FP)
Foreign Person Tax Withholding(FP)
Claim(CL)
Receivable(RV)
Other Agency Offset(OA)
Certification Approval(C1)
Signing Approval(C2)
Prompt Pay(PP)

None
 Tax ID:
 Program:
 Reference:

Code: SelectCode

Number:

Search

Payment ID:

Search

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

B Search Criteria Available (Continued)

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

- **Multi-Field Search:**

- **County;** the drop-down list will display all counties for which the user has access
- **Date Range**
- **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

Note: Additional search criteria available within County and Date Range include:

- **None;** this is the default selection
- **Tax ID and Tax ID Type;** to display payments to a particular entity
- **Program;** enter the program code that is by the initiating application
- **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.

Enter the appropriate fields and CLICK “Search” to complete the search.

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

B Search Criteria Available (Continued)

- **Single Field Search;** users may search for a specific payment; complete the Payment ID field and CLICK “Search”.

Note: The Payment ID number is assigned by the initiating program application.

7 Reset Held Payments

A Overview

NPS has been modified to provide users the capability to modify a payment request where “Hold for Cancel by Program” was selected by mistake.

Note: To modify a held payment, on the left banner of the screen, CLICK “Reset Held Payment”.

The following is an example of the Reset Held Payment Screen.

Reset Held Payment - Search

Note: Entering a Date Range will ensure the correct payment will be displayed.

Country: (*) **(*) Indicates Required**

Date Range: Begin: / / End: / / (MM/DD/YYYY) *

None:

Program: (Alpha Code)

Tax ID: Type:

Reference #: Reference Type:

Payment ID: *

7 **Reset Held Payments (Continued)**

B Search Criteria Available

Users may complete searches for specific payment requests by completing a multiple field search or by entering the specific Payment ID. The options are as follow:

- **Multiple Field Search;** the following fields are available:
 - **County;** required; the drop-down list will display all counties for which the user has access
 - **Date Range;** required

Note: Additional search criteria available within County and Date Range include:

- **None;** this is the default selection
- **Program;** enter the program code that is by the initiating application
- **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

Note: Enter the applicable fields and CLICK “Search” to complete the search.

- **Single Field Search;** users may search for a specific payment; complete the Payment ID field and CLICK “Search”.

Note: The Payment ID number is assigned by the initiating program application.

Notice FI-2821

7 Reset Held Payments (Continued)

C Resetting “Hold for Cancel by Program” Payment Requests

Payment requests matching the search criteria will be displayed in the following screen.

Reset Held Payment - Search Results

Item	Name	Program	Reference / Type	Amount	Date	State / County	Payment ID	Action
1.	SMITH BROTHERS	06MILCII	#000434 - CT	\$3,398.64	10-26-2007	CA (06) - Merced (047)	#7075779	Reset Payment
2.	LARRY SMITH	07MILCII	#000212 - CT	\$353.98	11-01-2007	CA (06) - Merced (047)	#7075954	Reset Payment
3.	JONES BROTHERS	07MILCII	#000212 - CT	\$289.62	11-01-2007	CA (06) - Merced (047)	#7075979	Reset Payment
4.	JOHNSON BROTHERS	06MILCII	#000442 - CT	\$2,499.00	11-15-2007	CA (06) - Merced (047)	#7076756	Reset Payment

Verify that the appropriate payment request to be reset is displayed on the Reset Held Payment - Search Results Screen and CLICK “Reset Payment” to complete the reset for the selected payment. The selected payment will be displayed on the following Payment Processing - Reset Screen.

Payment Processing - Reset

JONES BROTHERS

Tax ID: E Program: 07MILCII Reference / Type: #000212 - CT
 Date Submitted: 11-01-2007 State / County: CA (06) - Merced (047) Payment ID: #7075979

Transaction Summary:

Original Payment Amount:	\$289.62
Prompt Payment Interest Penalty:	(+) \$10.42
Receivables to be offset:	
1. #0604704894	(-) \$130.00

Disbursement Payee Information:

MACHADO BROTHERS	\$170.04
------------------	----------

Notice FI-2821

7 Reset Held Payments (Continued)

C Resetting “Hold for Cancel by Program” Payment Requests (Continued)

Any administrative actions that were taken against the payment before being marked “Held for Cancel by Program” will be displayed.

CLICK “Submit” to process the reset. The payment request will be placed on the appropriate worklist for further processing. Any prior administrative actions will be reset and **must** be completed again. If no additional administrative action is required, the payment request will be placed on the Certification Worklist.

CLICK “Cancel” to leave the payment in “Held for Cancel by Program” status.

8 NPS Check and Transaction Statement Printing Centralization

A Treasury Department Check Printing

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 electronic funds transfer.

B Financial Services Center (FSC) Transaction Statement Printing

FSC will 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 Automated Clearing House verification and transmission for payments initiated through System 36/AS 400.

Notice FI-2821

9 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 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 System 36/AS 400 will use a different program code for payment through NPS. If a program is paid through System 36/AS 400 and through NPS, 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 System 36/AS 400. Therefore, the amounts applied to NPS assignments are only updated in FSA Financial Services.

10 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 FSC. If the Certifying Officer in FSC 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 FSC has disputed an eLDP for a producer administered by the County Office. If eLDP is present, the County Office shall process the payment the same day it is received.

eLDP's 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: eLDP's will be disputed by FSC if the payment request contains incomplete reporting data.

10 Additional Guidance (Continued)

B Updating Receivables on System 36/AS 400

67-FI provides instructions on further processing and updating receivables because 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.