

For: State and County Offices

Payment and Financial Services Centralization Training Availability

Approved by: Acting Associate Administrator for Operations and Management



1 Overview

A Background

Payment and Financial Services Centralization County Release No. 655 made significant changes to the various financial web-based applications currently available in Service Center Offices. Highlighted changes include the following.

- All Farm Program (FP) payment requests are being routed to the National Payment Service (NPS) web-based application for certifying and signing.
- Financial Services (FS) application was completely upgraded from the technical architecture to the “look and feel” for Service Center users.
- On-Line Payments (OLP) and Financial Web Applications Data Mart (FWADM) are newly released web applications.

B Purpose

Training materials have been developed using the actual applications to better illustrate and familiarize Service Center Offices with Payment and Financial Services Centralization functions. This notice announces that Payment and Financial Services Centralization training modules:

- are available
- may be accessed from the DAFO web site located at <http://intranet.fsa.usda.gov/fsatraining>
- are optional for Service Center employees.

Note: Payment and Financial Services Centralization training materials will be moved to AgLearn in the near future.

Disposal Date	Distribution
July 1, 2009	State Offices; State Offices relay to County Offices

Notice FI-2892

1 Overview (Continued)

C Contact

For questions about this notice or the actual training materials, 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: <ul style="list-style-type: none">• 1 for web application problems• 3 for hardware and application software.
Training Modules	Yanira Sanabria by either of the following: <ul style="list-style-type: none">• e-mail at yanira.sanabria@wdc.usda.gov• telephone at 703-305-0969. Christine Clausen by either of the following: <ul style="list-style-type: none">• e-mail at christine.claussen@kcc.usda.gov• telephone at 816-926-1949.

2 Training Topics

A NPS Topics

NPS is a centralized web-based application processing FP payment requests supporting web and System36/AS400 program applications. The NPS training module provides the following segments:

- NPS Certification/Signing
- NPS Roles/Procedures to Establish Roles.

Note: A training segment on “Worklist Processes” will be available soon.

2 Training Topics (Continued)

B OLP Topics

OLP is a centralized web-based application processing non-automated program payment requests. The OLP training module provides the following segments:

- Normal Payment Process (Happy Path):
 - Create a Payment
 - Delete a Payment
 - Update a Payment
 - Rejected Payments
 - Pending Payments
 - Search Payments
- Overpayment/Underpayment Process:
 - Overpayment
 - Underpayment
- OLP Reporting Functionality.

C FS Topics

FS is a centralized web-based application allowing customers/FSA employees to manage direct deposit automated clearing house (ACH) elections, assignment delegations, or joint payment elections. The FS training module provides the following segments:

- Select County/Select Customer
- Create/View Direct Deposit
- Create/View Assignments
- Create/View Joint Payments.

Note: Training segments on “Change Requests” and “Pending Changes/Customer Profile” will be added soon.

D FWADM Topic

FWADM provides a centralized reporting capability for all the financial web applications. “How to Access/Report” is the FWADM training module to assist in generating any FWADM report.

2 Training Topics (Continued)

E Pre-Centralization Initiated Payments Topics

NPS functionality of Disbursement Replacement allows users to replace disbursements made before payment centralization. The NPS training module provides the following segments:

- Disbursement Replacement, CCC-184
- Disbursement Replacement, ACH.

3 Using the Training Modules

A How to Access the Training Modules

There are 2 ways to access the training modules.

- Navigate from the FSA Intranet web site (<http://intranet.fsa.usda.gov/fsa/>), by selecting the DAFO Training Link on the left hand side and then CLICK, “Release 655 - Payment Centralization Training”
- Go directly to <http://intranet.fsa.usda.gov/fsatraining/> and then CLICK, “Release 655-Payment Centralization Training”.

B User Options Available for the Training Modules

Users may choose to view or print the various training materials recorded. There is no limitation to the number of times training may be accessed regardless of format selected.

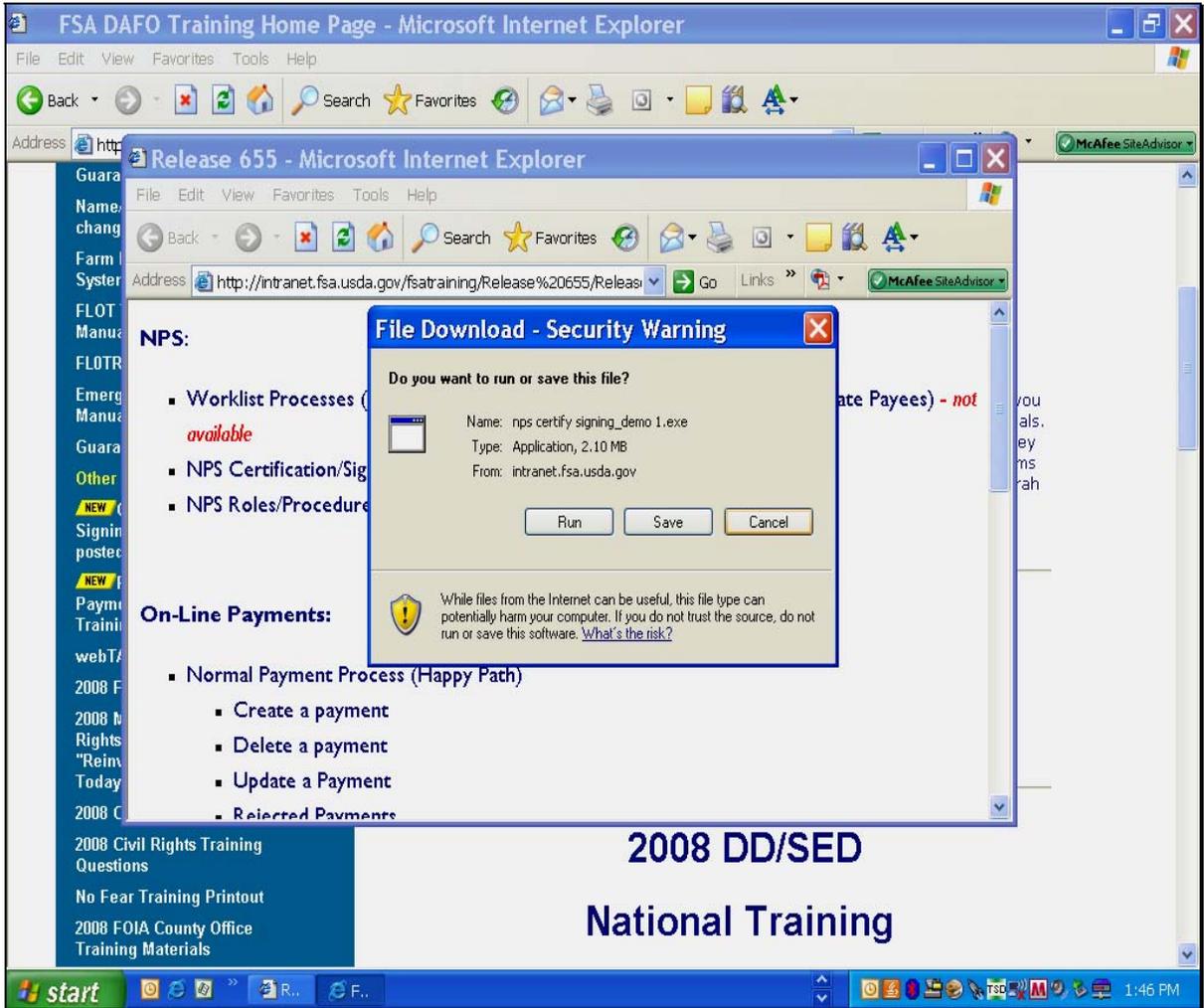
When users select a viewable format, the training material will:

- illustrate the screens encountered and describe the appropriate actions to take when working in the financial web application
- allow users to rewind, pause/play, move backward/forward or exit the segment at any point.

3 Using the Training Modules (Continued)

B User Options Available for the Training Modules

The following screen is displayed when users click a mouse symbol to view online presentations.



On the File Download-Security Warning, click 1 of the following options:

- “Cancel” to stop the training from running, and return users to the pervious screen
- “Save” to allow users to designate where (i.e. a local or network drive) the training shall be saved.

Note: Once the selection is saved, users may view the training without being connected to the FSA intranet.

3 Using the Training Modules (Continued)

B User Options Available for the Training Modules (Continued)

- “Run” to view the recorded training.

Note: The user will receive a security warning that the publisher could not be verified.
The user shall click:

- “Run” to view the recorded training
- “Don’t Run” to allow the user to select another segment.

When users select a printable format, the training material will:

- open a “static” document of the recorded training to illustrate the screens encountered and describe the appropriate actions to take when working in the financial web application.
- allow the opened document to be printed by the traditional printing capabilities available
- allow the user to save the document on their local drive as a Microsoft Word document for later use.

Note: Users may edit the saved document and add additional notes for their own use or to use when training others.