

For: State and County Offices

Online Payment (OLP) Web-Based Application

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

OLP was created to replace System 36 checkwriting functionality for nonautomated program payments. OLP uses SCIMS payee name and address information and the Financial Services assignment, joint payment, and direct deposit information.

OLP payment requests interface with NPS for certification and signing. Disbursements are made by either of the following:

- ACH
- Treasury check.

All payment requests **not** initiated by an automated program application are entered through OLP.

Exception: Interest penalties and additional interest penalties for programs issued through System 36 that do **not** pass the interest start date will continue to be entered through the System 36 accounting checkwriting/disbursement function until further notice.

B Purpose

This notice:

- provides updated instructions for OLP, Release 2. OLP, Release 2 will be installed with County Release No. 675
- obsoletes Notice FI-2915.

Disposal Date	Distribution
June 1, 2010	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

C Contacts

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

Issue	Contact
Software	National Help Desk at 800-255-2434 or 816-926-1552. Note: Select option: <ul style="list-style-type: none">• “3”, for hardware and other software• “2”, for USDA applications/programs.
Policy	Any of the following: <ul style="list-style-type: none">• Jackie Pickens by either of the following:<ul style="list-style-type: none">• e-mail to jackie.pickens@wdc.usda.gov• telephone at 703-305-1310• Debbie Simmons by either of the following:<ul style="list-style-type: none">• e-mail to debbie.simmons@wdc.usda.gov• telephone at 703-305-1309• Jennifer Nagler by either of the following:<ul style="list-style-type: none">• e-mail to jennifer.nagler@kcc.usda.gov• telephone at 816-823-2166.

2 Using OLP in State and County Offices

A When to Use OLP

OLP is to be used when a payment **must** be made for a program that does **not** have an automated program application that interfaces with the System 36 accounting application or NPS. The programs, associated program codes, and reference number requirements are provided in Exhibit 1.

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2 Using OLP in State or County Offices (Continued)

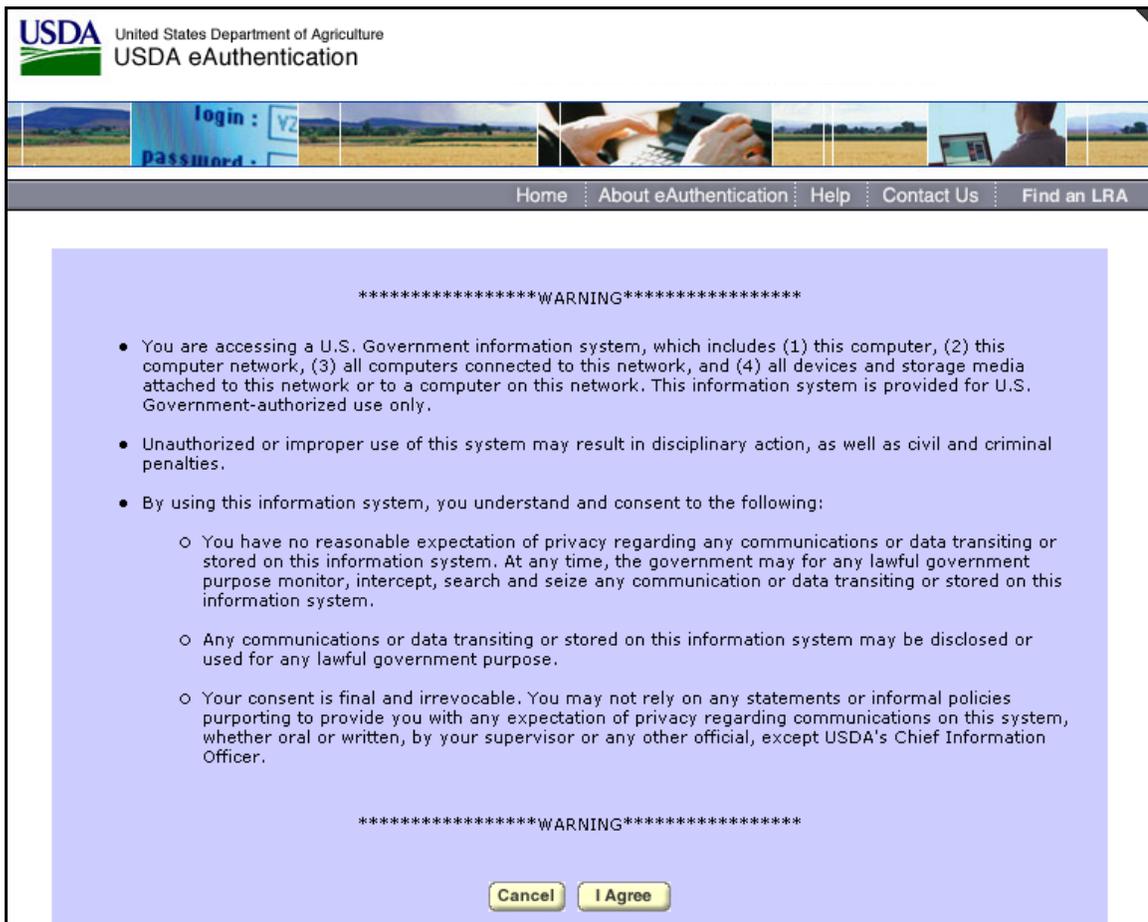
B Logging Into OLP

State or County Office employees **must** have a valid eAuthentication user ID and password to login.

To login to OLP, do the following:

- go to FSA's Intranet Home Page at <http://intranet.fsa.usda.gov/fsa/>
- under Links, CLICK "FSA Applications"
- scroll down and under Financial Services, CLICK "Financial Applications"
- on Financial Applications Screen, CLICK "Online Payments".

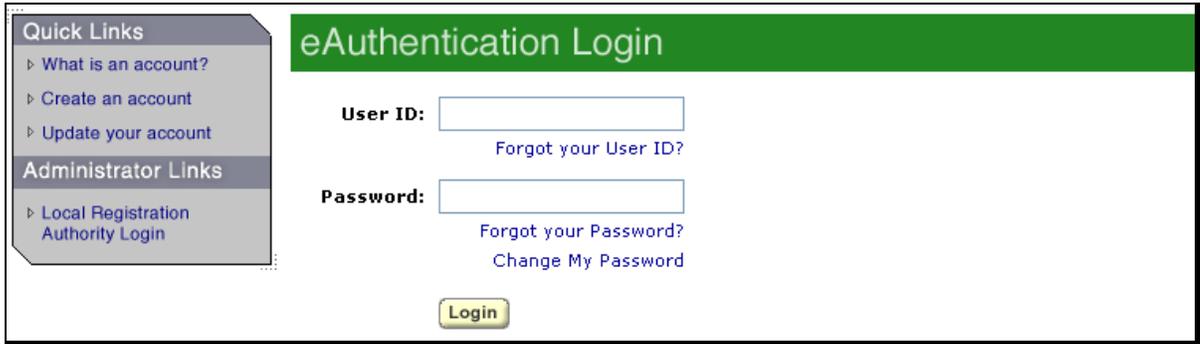
The following eAuthentication Warning Screen will be displayed. CLICK "I Agree" and the eAuthentication Login Screen will be displayed.



2 Using OLP in State or County Offices (Continued)

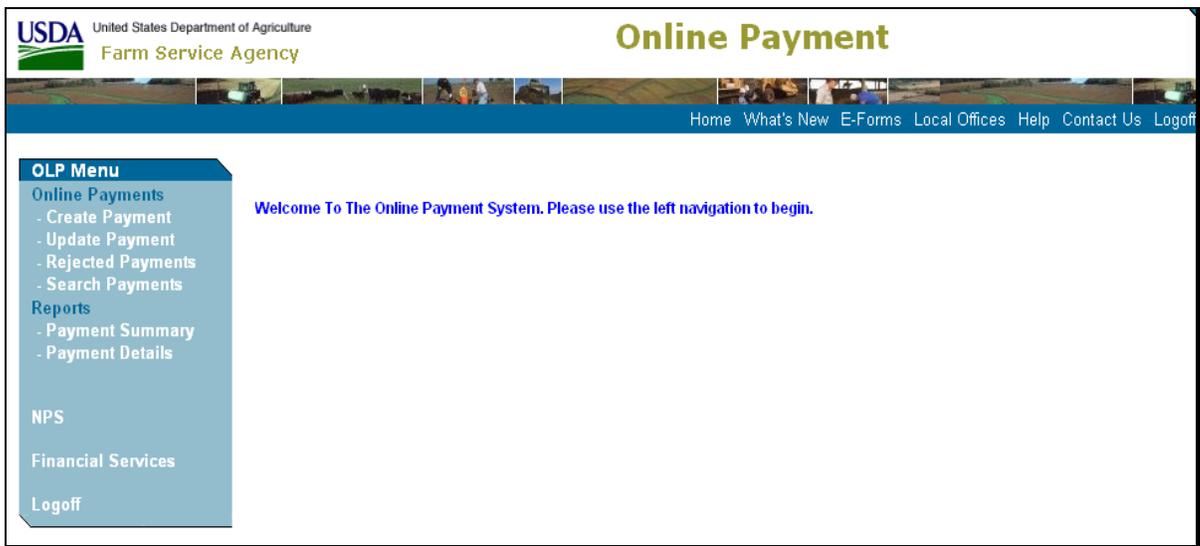
B Logging Into OLP (Continued)

The following is an example of the eAuthentication Login Screen. Enter a valid eAuthentication user ID and password, and CLICK “Login”.



C Example of the Online Payment Home Page

The FSA Financial Services Home Page will be displayed, CLICK “Online Payments”. This is an example of the Online Payment Home Page. Under the OLP Menu on the left, users click the option of the function to be performed.



For instructions to:

- create a payment, see paragraph 3
- update a payment, see paragraph 4
- handle rejected payments, see paragraph 5
- search payment options, see paragraph 6
- request a payment summary report, see subparagraph 7 A
- request a payment detail report, see subparagraph 7 B.

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2 Using OLP in State or County Offices (Continued)

D OLP Standard Links

The following links are standard throughout OLP’s top banner to assist users with common functions.

Link	Function
Home	Returns to the Online Payments Home Page.
What’s New	Opens a Web session at the FSA Internet Home Page.
E-Forms	Links users to Government e-Forms.
Local Offices	Opens a Web session at the USDA Internet Home Page.
Help	Opens a Web session at the FSA Intranet Help Home Page.
Contact Us	Allows users to send an e-mail to the National Help Desk.
Logoff	Allows users to log off Financial Services.

The following links are standard throughout OLP’s left banner to assist users with common functions.

OLP Menu Link	Function
Online Payments: Create Payment	Allows users to initiate a new payment request (paragraph 3).
Online Payments: Update Payment	Allows users to modify or cancel a payment request (paragraph 4). If the payment has been signed, the modification will create: <ul style="list-style-type: none"> • an additional payment, if the amount increased • a receivable, if the payment amount decreased.
Online Payments: Rejected Payments	Allows users to resend or correct a rejected payment request (paragraph 5).
Online Payments: Search Payments	Allows user to search for online payments (paragraph 6).
Reports: Payment Summary	Allows users to enter selection criteria for a summary payment report (subparagraph 7 A).
Reports: Payment Details	Allows users to enter selection criteria for a detailed report of payment information (subparagraph 7 B).
NPS	Links users to NPS.
Financial Services	Links users to FSA Financial Services Home Page.
Logoff	Allows users to log off Online Payment.

E Online Help 

Online help is available throughout OLP. To access online help, CLICK “**circle with a question mark**” on the right top portion of the screen.

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3 “Create Payment” Option

A Beginning the Payment Request

The following screen will be displayed when users CLICK “Create Payment”.

To begin the payment request, users shall do the following:

- use the drop-down menu to select the State / County to which the payment is applicable
- enter the Program Code for the payment request (see Exhibit 1)
- CLICK:
 - “Select” to continue; the SCIMS Customer Search Screen will be displayed
 - “Reset” to remove all data entered on the screen.

The screenshot shows the USDA Farm Service Agency Online Payment system interface. The header includes the USDA logo, the text "United States Department of Agriculture Farm Service Agency", and the title "Online Payment". A navigation bar at the top right contains links for "Home", "What's New", "E-Forms", "Local Offices", "Help", "Contact Us", and "Logoff".

The main content area is titled "Online Payments : Create Payment - Customer Search" with a help icon. It features two input fields: "State / County" with a dropdown menu showing "ID (16) - Boise (015)" and "Program Code" with an empty text box. Below these fields are two buttons: "Select" and "Reset".

A sidebar menu on the left is titled "OLP Menu" and includes the following options:

- Online Payments
 - Create Payment
 - Update Payment
 - Rejected Payments
 - Search Payments
- Reports
 - Payment Summary
 - Payment Details
- NPS
- Financial Services
- Logoff

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3 “Create Payment” Option (Continued)

B Payee Selection

This is an example of the SCIMS Customer Search Screen.

USDA United States Department of Agriculture

SCIMS Customer Search

Please Select A Customer

Location

State: IDAHO County (Optional): GEM

Service Center (Optional): EMMETT SERVICE CENTER

Service Center Details National Search:

Type

Individual Business Both

Active Active and Inactive

Name

Starts With Exact Match

Last or Business:

First:

Tax ID

ID:

ID Type: SELECT ONE

Whole ID Last 4 Digits

Other

Common Name:

Zip Code:

Phone No:

Search Reset Cancel

See 1-CM for instructions on completing the SCIMS Customer Search Screen and selecting the customer.

Note: The customer **must** have a valid TIN.

After the customer is selected, the Online Payments: Create Payment – Payment Entry Screen will be displayed.

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3 “Create Payment” Option (Continued)

C Entering Payment Information

This is an example of the Online Payments: Create Payment – Payment Entry Screen.

USDA United States Department of Agriculture
Farm Service Agency

Online Payment

Home What's New E-Forms Local Offices Help Contact Us Logoff

OLP Menu
Online Payments
- Create Payment
- Update Payment
- Rejected Payments
- Search Payments
Reports
- Payment Summary
- Payment Details
NPS
Financial Services
Logoff

Online Payments : Create Payment - Payment Entry ?

Tax ID: xxxxx S State / County: Idaho (16) - Boise (015)
Status: New Program Code: 07MIPP Business Type: 00

Payment Amount: * \$ (*) Indicates Required
Confirm Amount: * \$
Issue Date: * 07 / 01 / 2009 (MM/DD/YYYY)
Prompt Pay Due Date: * 07 / 25 / 2009 (MM/DD/YYYY)
Application number: *
Alternate Payee:
Comment Line 1:
Comment Line 2:
Comment Line 3:
Comment Line 4:
Add Reset

Entries are **required** in the following fields.

- Payment Amount.
- Confirm Amount; **must** match the originally entered payment amount.
- Issue Date. The date defaults to the current date, but can be changed up to 45 calendar days in the future. OLP will immediately send the payment request to NPS. If the issue date is greater than 5 workdays from the current date, NPS will warehouse the payment request. Once the issue date becomes 4 workdays from the current date, NPS will place the payment request on the appropriate worklist for certification and signing.

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3 “Create Payment” Option (Continued)

C Entering Payment Information (Continued)

- Prompt Pay Due Date, if the program is subject to prompt payment rules. If Issue Date is:
 - current date, then Prompt Pay Due Date **cannot** be greater than 30 calendar days from the Issue Date
 - greater than the current date, then Prompt Pay Due Date **cannot** be:
 - less than the Issue Date
 - greater than 30 calendar days from the Issue Date.

Note: See 61-FI, paragraph 4 and Exhibit 4 for applicable program prompt payment rules.

This is an example of the Online Payments: Create Payment – Payment Entry Screen.

USDA United States Department of Agriculture
Farm Service Agency

Online Payment

Home What's New E-Forms Local Offices Help Contact Us Logoff

OLP Menu

- Online Payments
 - Create Payment
 - Update Payment
 - Rejected Payments
 - Search Payments
- Reports
 - Payment Summary
 - Payment Details
- NPS
- Financial Services
- Logoff

Online Payments : Create Payment - Payment Entry ?

Tax ID:	xxxxx S	State / County:	Idaho (16) - Boise (015)
Status:	New	Program Code:	RFMUL Business Type: 00

Payment Amount: * \$ (*)Indicates Required

Confirm Amount: * \$

Issue Date: * 06 / 30 / 2009 (MM/DD/YYYY)

ACCOUNT NUMBER: *

Alternate Payee:

Forced Check:

Comment Line 1:

Comment Line 2:

Comment Line 3:

Comment Line 4:

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3 “Create Payment” Option (Continued)

C Entering Payment Information (Continued)

The type of reference number will **vary** based on the type of reference number associated with the payment request. The number can be alpha-numeric, but **cannot** exceed 12 characters and **cannot** contain special characters.

Note: The title of the block, in this example, “ACCOUNT NUMBER”, will identify the type of reference number required for the program code.

If there is a secondary reference number, a field will be displayed for entry. A secondary reference number is **not** required.

If the program allows an alternate payee to receive funds, a check (✓) box will be displayed, as shown in this example. CHECK (✓) “**Alternate Payee**” to make the payment payable to a third party.

If the program allows a forced check to go to the County Office, a check (✓) box will be displayed, as shown in this example. CHECK (✓) “**Forced Check**” to have payment mailed to issuing County Office before customer receives the check.

If users enter information in Comment Lines 1 through 4 that are free form entries, the information will be displayed on the Disbursement Transaction Statement.

3 “Create Payment” Option (Continued)

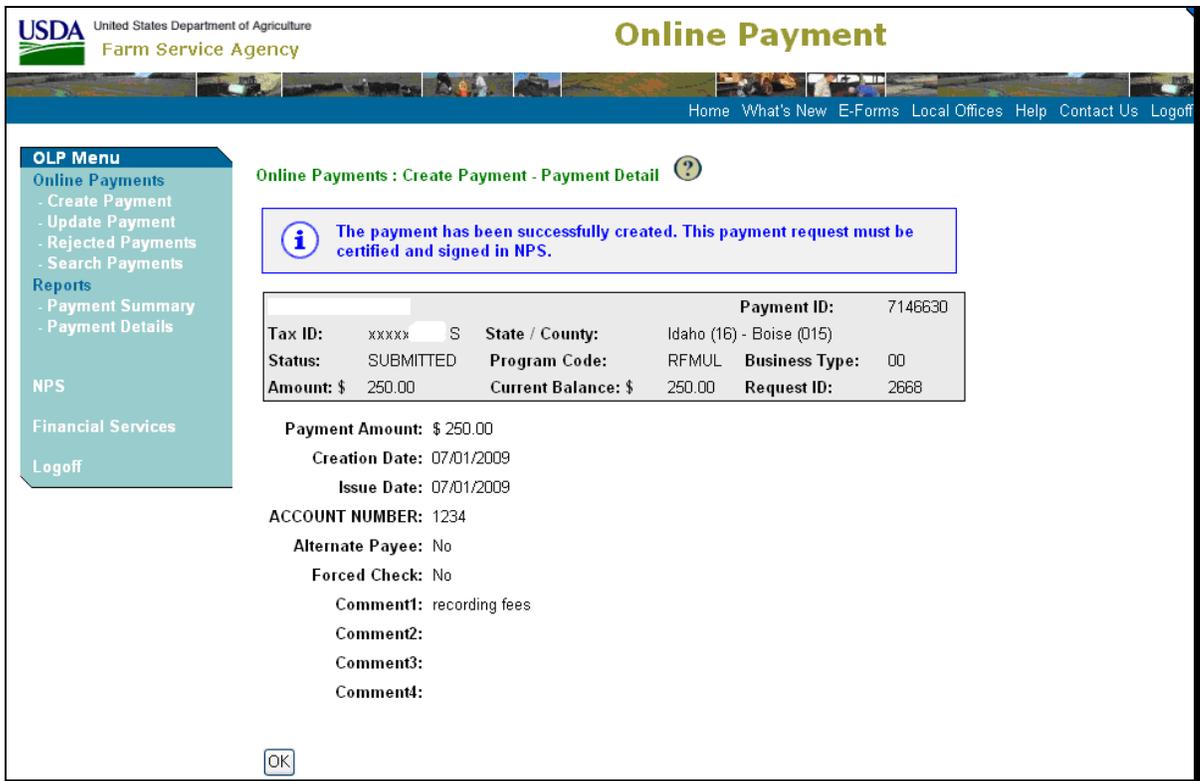
C Entering Payment Information (Continued)

CLICK either of the following:

- “Add” to complete the payment request; the Online Payments: Create Payment – Payment Detail Screen will be displayed
- “Reset” to reset the input to blank.

D Payment Information Confirmation

This is an example of the Online Payments: Create Payment – Payment Detail Screen.



An OLP informational message will be displayed that the payment was successfully completed.

CLICK “OK” and the Online Payments: Create Payment - Customer Search Screen will be displayed.

4 “Update Payment” Option

A What Can be Updated for a Rejected Payment Request

A rejected payment request is a payment request that **cannot** be submitted to NPS, most commonly because of failed funds control validations. The payment request is stored in OLP until modified or deleted.

A payment request that is rejected can be updated to change the:

- program code
- payment amount
- payment issue date
- prompt payment due date
- reference number
- comment lines.

Note: The payment may also be deleted entirely.

B What Can be Updated for a Submitted Payment Request

A submitted payment request is a payment request that has been sent to NPS. Once a payment request is submitted to NPS, **only** the payment amount can be updated. If the payment amount is updated and the payment request:

- has **not** been signed in NPS, the payment amount will be changed.
- has been signed in NPS, and the payment amount is:
 - increased, an additional payment will be generated
 - decreased, a receivable will be established for the amount of the decrease.

Note: Payment requests with a future “Issue Date” will show a “Payment Status” of submitted. Payments will be passed directly to NPS when created and warehoused in NPS until 4 workdays before the “Issue Date”.

C What Cannot be Updated

Users may **not** update TIN’s or State/county for any payment request. The payment **must** be cancelled or deleted if either of these is incorrect.

4 “Update Payment” Option (Continued)

D Completing Online Payments: Update Payment – Payment Search Screen

On the Online Payment Customer Search Screen, CLICK “Update Payment”. The Online Payments: Update Payment –Search Screen will be displayed.

Users can enter specific search criteria to find the payment or enter the payment request ID when the request ID is known. To enter specific search criteria when the request ID is **not** known:

- from the State / County drop-down menu, select the State and county
- enter the program code of the payment, if known
- from the Payment Status drop-down menu, select the payment status as follows:
 - “cancelled”, if the **entire** payment request was cancelled
 - “rejected”, if the payment request was not sent to NPS
 - “submitted”, if the payment request has been sent to NPS
- in the “Issue Date Range”, enter the beginning and ending issue date range; the issue date is the date that was entered by users when creating the payment request (subparagraph 3 C).

4 “Update Payment” Option (Continued)

D Completing Online Payments: Update Payment – Payment Search Screen (Continued)

To complete the Online Payments: Update Payment –Search Screen, CLICK either of the following:

- “Search” to process the selection; the Online Payments: Update Payments – Search Results Screen will be displayed
- “Reset” to remove data entered on the screen.

If the payment request ID is known, enter it in the “Request ID” box and CLICK “Search”.

E Payment Selection on the Online Payments: Update Payment – Search Results Screen

This is an example of the Online Payments: Update Payment – Search Results Screen.

The screenshot shows the USDA Online Payment Search Results screen. The header includes the USDA logo and the text 'United States Department of Agriculture Farm Service Agency' and 'Online Payment'. A navigation bar contains links for Home, What's New, E-Forms, Local Offices, Help, Contact Us, and Logoff. The main content area is titled 'Online Payments : Update Payment - Search Results' and includes a search criteria box with the following information:

Search Criteria				
State/County	16 015	Program Code	Status	All
Business Type		Last Name	First Name	
Tax ID		Tax ID Type	Request ID	
Issue Date Range	08/01/2009 to 08/01/2009			

Below the search criteria, there is a note: 'The payment information can be updated for a payment by clicking on the Request ID link. Only the payment amount can be corrected for submitted payments.'

The results table is titled 'Online Payment' and has the following columns: Request ID, Name, Tax ID, Program Code, Bus Type, Primary Ref. No., Payment Amount (\$), and Creation Date. The first row of data is:

Request ID	Name	Tax ID	Program Code	Bus Type	Primary Ref. No.	Payment Amount (\$)	Creation Date
2670		xxxxx	S RFMUL	00	1234	300.00	07/01/2009

The sidebar menu on the left includes sections for OLP Menu (Online Payments, Reports), NPS, Financial Services, and Logoff.

To update a payment request, click the applicable “Request ID”; the Online Payments: Update Payment - Payment Detail Screen will be displayed. On the Online Payments: Update Payment - Payment Detail Screen, if the Payment Status is “Submitted”, the Online Payment: Update Payment – Payment Detail Screen will **only** allow the amount to be updated (see paragraph G).

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4 “Update Payment” Option (Continued)

F Completing Online Payments: Update Payment – Payment Detail Screen for a Rejected Payment

This is an example of the Online Payments: Update Payment – Payment Detail Screen for a rejected payment.

The screenshot displays the USDA Online Payment interface. The header includes the USDA logo, 'United States Department of Agriculture Farm Service Agency', and the title 'Online Payment'. A navigation bar contains links for Home, What's New, E-Forms, Local Offices, Help, Contact Us, and Logoff. A left-hand menu lists options under 'OLP Menu' (Online Payments, Create Payment, Update Payment, Rejected Payments, Search Payments), 'Reports' (Payment Summary, Payment Details), 'NPS', 'Financial Services', and 'Logoff'. The main content area is titled 'Online Payments : Update Payment - Payment Detail' and shows a payment summary table with the following data:

Tax ID:	xxxxx S	State / County:	Idaho (16) - Boise (015)
Status:	REJECTED	Program Code:	07MIPP Business Type: 00
Amount: \$	276.00	Current Balance: \$	276.00 Request ID: 2664

Below the table, the following details are listed:

- Payment Amount: \$ 276.00
- Creation Date: 07/01/2009
- Issue Date: 07/01/2009
- Prompt Pay Due Date: 06/17/2009
- APPLICATION NUMBER: 1234
- Alternate Payee: No
- Comment1: Payment was held pending measurement service.
- Comment2:
- Comment3:
- Comment4:

At the bottom, there are four buttons: 'Update Program Code', 'Update Payment', 'Delete Payment', and 'OK'.

When the payment request is in rejected status, the following selections are available on the Online Payments: Update Payment – Payment Detail Screen:

- “**Update Program Code**” that allows users to change the program code **only**
- “**Update Payment**” that allows users to update the:
 - payment amount
 - payment issue date
 - prompt pay due date
 - reference number
 - comments
- “**Delete Payment**” that removes the entire payment request
- “**OK**” that returns users to the Update Payment – Search Results Screen without making any changes.

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4 “Update Payment” Option (Continued)

G Update Payment – Payment Detail in Submitted Status, Not Signed in NPS

This is an example of the Online Payments: Update Payment – Payment Detail Confirmation Screen when a payment that was submitted to NPS, but is **not** signed, is updated.

The screenshot displays the USDA Online Payment interface. At the top, the USDA logo and 'United States Department of Agriculture Farm Service Agency' are visible. The page title is 'Online Payment'. A navigation bar includes links for Home, What's New, E-Forms, Local Offices, Help, Contact Us, and Logoff. On the left, an 'OLP Menu' lists options: Online Payments (Create Payment, Update Payment, Rejected Payments, Search Payments), Reports (Payment Summary, Payment Details), NPS, Financial Services, and Logoff. The main content area shows 'Online Payments: Update Payment - Payment Detail' with a help icon. A blue information box states: 'The payment of \$300.00 has been cancelled and new payment of \$280.00 has been created successfully. This payment request must be certified and signed in NPS.' Below this is a summary table:

Tax ID:	xxxxx S	State / County:	Idaho (16) - Boise (015)	Payment ID:	7146652
Status:	SUBMITTED	Program Code:	RFMUL	Business Type:	00
Amount: \$	280.00	Current Balance: \$	280.00	Request ID:	2671

Below the summary table is a link for 'Payment Information: [Detail](#)'. Underneath is a table with the following data:

Payment ID	Amount(\$)	Issue Date	Status
7146632	300.00	08/01/2009	CANCELLED

An 'OK' button is located at the bottom of the screen.

Users can click either of the following:

- Payment Information “**Detail**” link to see the details of the payment
- “**OK**” to return to the Online Payments: Update Payment - Search Results Screen.

4 “Update Payment” Option (Continued)

H Correcting Payment Amounts of Signed Payments

When the amount of a signed payment is decreased, an overpayment receivable is created. This is an example of the Online Payments: Overpayment – Overpayment Entry Screen when a payment that was signed in NPS is reduced.

The screenshot shows the USDA Online Payment interface. The header includes the USDA logo and 'Farm Service Agency'. The main title is 'Online Payment'. A navigation bar contains links for Home, What's New, E-Forms, Local Offices, Help, Contact Us, and Logoff. On the left is an 'OLP Menu' with options like 'Create Payment', 'Update Payment', 'Rejected Payments', 'Search Payments', 'Reports', 'Payment Summary', and 'Payment Details'. The main content area is titled 'Online Payments : Overpayment - Overpayment Entry'. It displays a table with payment details for 'BANKS CATTLE ASSOCIATION' with a Payment ID of 7134858. Below the table, it shows 'Current Balance: \$ 59999.99' with a red note '(*) Indicates Required', 'Correct Balance: \$ 1000.00', and 'Overpayment Amount: \$ 58999.99'. There is a field for 'Penalty Charge Amount: \$' and a 'Debt Reason Code' dropdown menu set to 'Select One'. The 'Receivable Due Date' is set to 07 / 01 / 2009. At the bottom are 'Add', 'Reset', and 'Exit' buttons.

BANKS CATTLE ASSOCIATION	Payment ID: 7134858
Tax ID: xxxxx E	State / County: Idaho (16) - Boise (015)
Status: SUBMITTED	Program Code: 08PSPLA Business Type: 04
Amount: \$ 59999.99	Current Balance: \$ 59999.99 Request ID: 2352

Current Balance: \$ 59999.99 (*) Indicates Required
 Correct Balance: \$ 1000.00
 Overpayment Amount: \$ 58999.99
 Penalty Charge Amount: \$
 Debt Reason Code: *
 Receivable Due Date: * 07 / 01 / 2009 (MM/DD/YYYY)

On the Online Payments: Overpayment – Overpayment Entry Screen, enter the following:

- “Penalty Charge Amounts”, if applicable
- from the Debt Reason Code drop-down menu, select the debt reason code
- “Receivable Due Date”; the date defaults to the current date, but may be changed.

Click 1 of the following:

- “**Add**” to complete the process
- “**Reset**” to remove data entered on the screen
- “**Exit**” to return to the Payment Detail Screen **without** saving changes.

5 “Rejected Payments” Option

A Why a Payment Rejects

A payment will be rejected, but saved, when the information on the payment request has passed validations, but the payment **cannot** be submitted to NPS. The most common reason a payment will be rejected is if funds are **not** available in the e-funds control application when the payment request is initiated. There are other technical issues that can cause a payment to be rejected; for instance, if NPS is temporarily offline.

B Selecting Rejected Payments to Retry

When the reason for the payment rejection is corrected, a rejected payment can be resubmitted. Under OLP Menu, CLICK “**Rejected Payments**”. Payment requests in rejected status will be displayed. This is an example of the Online Payments: Rejected Payments Screen.

The screenshot shows the 'Online Payment' interface for the USDA Farm Service Agency. The main heading is 'Online Payments : Rejected Payments'. Below this, there is a text instruction: 'To retry submission of multiple rejected payments to NPS, select the desired payments and click the "Retry" button. To retry submission of an individual rejected payment to NPS, click the Request ID link.' A table titled 'Online Payment' contains the following data:

Select	Request ID	Name	Tax ID	Program Code	Bus Type	Primary Ref. No.	Payment Amount (\$)	Creation Date
<input type="checkbox"/>	2375	xxxxxx	S 06NAPAUTH	00	1	389.00	12/01/2008	

A 'Retry' button is located at the bottom center of the page.

To select the payments to retry, do 1 of the following:

- under “Request ID”, click the applicable request ID to correct payment information **before** retrying an individual payment
- under “Select”, CHECK (✓) box for **all** payments and CLICK “**Retry**”
- under “Select”, check (✓) **only** applicable payments and CLICK “**Retry**”

5 “Rejected Payments” Option (Continued)

C Retrying Rejected Payment

If users selected a payment or multiple payments to retry, the system will immediately retry the payment with the information that was previously entered. If the reason for the rejection:

- has been corrected, the payment will be submitted to NPS.
- has **not** been corrected, the payment will reject again and the reason for the rejection will be displayed.

If users selected an individual payment to retry, the reason the payment request failed will be displayed and allow users to make changes to the payment **before** retrying the payment. Users may do any of the following:

- “**Update Program Code**” that allows users to change the program code **only**
- “**Update Payment**” that allows users to update the:
 - payment amount
 - payment issue date
 - prompt pay due date
 - reference number
 - comments
- “**Delete Payment**” that removes the entire payment request.

6 “Search Payments” Option

A What is the Function of the “Search Payments” Option

The “Search Payments” Option allows users to search for payments that are:

- cancelled
- rejected
- submitted to NPS.

B Using “Search Payment” Option

The screen and functions are explained in subparagraph 4 D.

7 Reporting Capabilities

A “Payment Summary” Option

The “Payment Summary” option is used to request a summary report of payments. The information in this report is limited to summary detail **only**. When users **CLICK “Payment Summary”**, the Online Payments: Payment Summary – Payment Search Screen will be displayed. The Online Payments: Payment Summary – Payment Search Screen is divided into 2 sections, as follows.

The top section provides search functionality when the request ID is **unknown**. When users complete the required fields, they can click either of the following:

- “**Search**”, if users click “Search”, they **must** complete the following fields:
 - “State/County”
 - “Due Date Range Begin and End”
 - “Additional Search Criteria”; 1 of the following fields **must** be completed:
 - “None”
 - “Tax ID and Tax ID Type”
 - “Last Name and First Name”
 - “Business Type”
- “**Reset**” to remove data entered on the screen
- “**Report Type**”; user may select either PDF or HTML to generate report.

The bottom section provides search functionality when the request ID is **known**.

If user click “Search” for either search function, the Online Payment Summary Report will be displayed.

Note: User can “Save” or “Print” the Online Payment Summary Report.

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7 Reporting Capabilities (Continued)

A "Payment Summary" Option (Continued)

The following is an example of the Payment Summary Report.

Page 1 of 1

Online Payment Summary Report Idaho (20) - Boise (179)

Request ID	Tax ID	Name	Original Amount	Current Amount	Prompt Pay Interest Date	Program Code	Status	Creation Date	Issue Date	Payment ID
2562	S		2,500.00	2,500.00	06-07-2009	MISCEXP	SUBMITTED	05-08-2009	05-08-2009	7143905
2566	S		12.00	12.00	04-30-2009	09CRPSGNI	SUBMITTED	05-15-2009	05-15-2009	7144167
2567	S		15.00	15.00		RFMUL	SUBMITTED	05-15-2009	05-15-2009	7144191
2568	S		5.00	5.00		RFCORN	SUBMITTED	05-15-2009	05-15-2009	7144168
2569	E		1,200.00	1,200.00		SETCCC	SUBMITTED	05-15-2009	05-15-2009	7144192
2570	E		1.00	1.00		08PSPLA	SUBMITTED	05-15-2009	05-15-2009	7144193
2622	S		1,200.00	1,200.00		RFMUL	SUBMITTED	06-11-2009	06-11-2009	7146561
2662	S		12.00	12.00	12-08-2008	08CRPSGNI	SUBMITTED	06-26-2009	06-26-2009	7146577
2663	E		800.00	800.00		LDREF	SUBMITTED	05-15-2009	05-15-2009	7146578
2672	S		200.00	200.00		RFMUL	SUBMITTED	07-01-2009	07-01-2009	7146635

B "Payment Details" Option

The "Payment Details" option is used to select a detailed report of payment information. The search criteria is the same as the "Payment Summary" option, but the results will be displayed with additional detail, including the following:

- initial payment amount
- overpayments
- underpayments
- corrections.

The following is an example of the Payment Detail Report.

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Online Payment Detail Report Idaho (20) - Boise (179)

Request ID	Tax ID	Name	Original Payment	Current Payment	Prompt Pay Interest Date	Program Code	Status	Creation Date	Issue Date	Payment ID
2352	E	BANKS CATTLE ASSOCIATION	2,500.00	59,999.99		08PSPLA	SUBMITTED	11-24-2008	11-24-2008	7134858
Receivable ID	Overpayment Amount	Debt Discovery Code	Debt Reason Code	Receivable Due Date	Facility Code	Receivable Status	Creation Date			
	59,999.99	10	642	06-01-2009	00	DELETED	07-01-2009			
Payment ID	Underpayment Amount	Prompt Pay Interest Date	Program Code	Status	Creation Date					
7135013	48,000.00		08PSPLA	CANCELLED	11-26-2008					
7135034	57,500.00		08PSPLA	CANCELLED	11-26-2008					
7138534	57,499.99		08PSPLA	SUBMITTED	02-03-2009					

OLP Program Codes

OLP is to be used when a payment **must** be made for a program that does **not** have an automated program application that interfaces with the System 36 accounting application or NPS. The following are programs, associated program codes, and reference number requirements for OLP.

A Concentration Banking System

Program	OLP Program Code	Primary Reference Number
Reimbursement to local financial institution for overdrawn account balances caused by excessive transfer of deposits.	LDREF	CCC-257 Schedule Number
Dishonored Checks	DISHCK	CCC-257 Schedule Number
Local Depository Service Fees	LDBANK	Account Number

B Conservation Program Codes

Program	OLP Program Code	Primary Reference Number
NRCS Grassroots Source Water Protection Program, 2003 and 2005	XXSOURCE, where XX is 03 or 05	Control Number
CRP Signup Misaction or Misinformation, 1998 to 2010	XXCRPCANCEL, where XX is contract year 98 to 10	Contract Number
CRP Riparian Buffer Incentive, 1999 to 2010	XXCRPRBI, where XX is contract year 99 to 10	Contract Number
CRP Wetlands Restoration Incentive, 1998 to 2010	XXCRPWRI, where XX is contract year 98 to 10	Contract Number
CRP Practice Incentive, 2000 to 2010	XXCRPPRI, where XX is contract year 00 to 10	Contract Number
CRP Signup Incentive, 2000 to 2010	XXCRPSGNI, where XX is year 00 to 10	Contract Number
CRP Private Sector Technical Assistance, 2005 to 2010	XXCRPPTA, where XX is year 05 to 10	Purchase Order Number
ECP Technical Assistance	ECPSCS	Contract Number
ECP Technical Assistance for Southern California	ECPSOCATA	Control Number
ECP With Adjusted Gross Income Provisions Technical Assistance	ECPAGITA	Control Number
Correction of Canceled CRP Payments with Reduction for Haying and Grazing, 1986 to 2010	XXHAYGRZ, where XX is contract year 86 to 10	Contract Number

OLP Program Codes (Continued)

B Conservation Program Codes (Continued)

Program	OLP Program Code	Primary Reference Number
Correction of Canceled CRP Payments with Reduction for Managed Haying and Grazing, 1986 to 2010	XXMANHAYGRZ, where XX is contract year 86 to 10	Contract Number
Correction of Canceled CRP Payments with Reductions for Unauthorized Use, 1986 to 2010	XXCRPRED, where XX is contract year 86 to 10	Contract Number
WRP Permanent Easements, 1997 to 2002	XXWRPPERM, where XX is contract year 97 to 02	Contract Number
Emergency Conservation Gulf of Mexico Technical Assistance	ECPGTA	Control Number

C Disaster Program Codes

Program	OLP Program Code	Primary Reference Number
2005 Livestock Assistance Program	05LAP	Control Number
2005 American Indian Livestock Assistance Program	05AFP	Control Number
2005 Livestock Indemnity Program	05LIPH	Control Number
1999 and 2000 Crop Disaster Program	XXCDPAUTH, where XX is program year 99 or 00	Farm Number
2000 Quality Loss Program	00QLPAUTH	Farm Number
2001 to 2002 Crop Disaster Assistance Program	01-02CDP	Control Number
2001 to 2001 Sugar Beet Disaster Program	01-02SDP	Control Number
1998 to 2007 NAP	XXNAPAUTH, where XX is program year 98 to 07	Control Number
2009 Non-Automated NAP	09NANAP	Contract Number
2005 to 2007 Crop Disaster Assistance Program	05CDP	Farm Number
2005 Tree Indemnity Program	05TIPH	Control Number
2005 Feed Indemnity Program	05FIPH	Control Number
2005 Texas Sugarcane Storage and Transportation Program	05TXSUG	Control Number
2005 Florida Sugarcane Program	05SUGARH	Control Number
1998 to 2001 Market Loss Assistance Program	XXMLAAUTH, where XX is program year 98 to 01	Farm Number
Livestock Indemnity Program (LIP)	XXNALIPTF, where XX is program year 08 or 09	N/A
2005 Hurricane Indemnity Program (HIP)	05AUTHHIP	Contract Number

OLP Program Codes (Continued)

D DCP Codes

Program	OLP Program Code	Primary Reference Number
2002 to 2007 Direct Payments under DCP	XXEDCPCC, where XX is year 02 to 07	Farm Number
2002 to 2007 Counter Cyclical Payments under DCP	XXEDCPDP, where XX is year 02 to 07	Farm Number

E Loan Program Codes

Program	OLP Program Code	Primary Reference Number
2000 to 2009 Farm Storage Facility Loan Non-Recoverable Costs	XXFSFLAME, where XX is programs year 00 to 09	Loan Number
2000 to 2009 Farm Storage Facility Loan Filing or Recording Fees	XXFSFLRF, where XX is program years 00 to 09	Loan Number
2007 to 2009 Farm Storage Facility Loan Check for Loan Closing with Closing Agent	XXFSFLLN, where XX is program years 07 to 09.	Loan Number
2004 to 2006 Sugar Storage Facility Loan Recording Fees	XXSSFLRF, where XX is program years 04 to 06	Account Number
Dairy Export Incentive Program Performance Security Deposits	DEIPERSEC	Contract Number
Filing or Recording Fees for a Single Commodity	RFCOMM, where COMM	Account Number
Filing or Recording Fees for Multiple Commodities	RFMUL	Account Number
Lab Fees for Grading Samples of CCC Collateral Grain Under Reserve Loans	Lab	Loan Number
1998 to 2008 Cotton Loan Interest	XXCNIN, where XX is 98 to 08	Schedule Number
Prepaid Account for UCC Filing and Search Fees	UCC, for State Office use only .	Account Number

OLP Program Codes (Continued)

F Other Program Codes

Program	OLP Program Code	Primary Reference Number
1998 to 2009 Graduated Payment Reduction	XXGPR, where XX is program year 98 to 09	Farm Number
2004 to 2005 Dairy Producers Losses Program	XXDAIRYLOSSH, where XX is 04 or 05	Application Number
Miscellaneous Expense for which a program code is not provided	MISCEXP	Agreement Number
Refunds to Producers for Receivable Collection After Transfer to Claim	RCVBLREF	CCC-257 Schedule Number
Refund of Measurement Service Fees Collected	MEASVS	Control Number
Service Fees for Yields	YIELDSF	Farm Number
Payments Made under the 90 Day Rule	90DAYRULE	Control Number
1998 to 2009 DIPP	XXMIPP, where XX is program year 98 to 09	Application Number
Manual NPS Refund	MANUALNPSREF	Claim Number
Return of FLP Assignment	FLPREFUND	Schedule Number