UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

Notice FI-2969

For: State and County Offices

Processing Payments Using NPS Search Option

Approved by: Associate Administrator for Operations and Management

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1 Overview

A Background

NPS is a centralized, web-based payment processing application that interfaces with a web-based program application to complete the payment process for the program.

With the implementation of FMMI Readiness 2.1, NPS will have the capability to:

- increase search results
- display the search criteria
- navigate between result pages
- apply Bankruptcy trustee's name and address information when producer/customer profile is updated in Financial Services web-based application.

State and County Office employees are authorized access to NPS and their roles are established in the security database.

B Purpose

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

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

1 Overview (Continued)

C Contacts

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

Issue	Contact
Software-related problems.	Contact the National Help Desk at 800-255-2434 or 816-926-1552. **Note:** Select option 3 for hardware and software.

Policies in this notice.	• Jackie Pickens by:
	
	  • e-mail to **jackie.pickens@wdc.usda.gov**
	  • telephone at 703-305-1310
	
	• Jennifer Nagler by:
	
	  • e-mail to **jennifer.nagler@kcc.usda.gov**
	  • telephone at 816-823-2166.

2 Using NPS in County Offices

A Logging into NPS

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 NPS, do the following:

- go to FSA's Intranet Home Page at **http://fsaintranet.sc.egov.usda.gov/fsa**
- under Links, CLICK "**FSA Applications**"
- scroll down and under Financial Services, CLICK "**Financial Applications**"
- on FSA Intranet Financial Applications Screen, CLICK "**National Payment Service**"
- Security Alert dialog box may be displayed, CLICK "**OK**"
- eAuthentication Warning Screen will be displayed, CLICK "**I Agree**"
- eAuthentication Login Screen will be displayed, enter valid eAuthentication user ID and password and CLICK "**Login**"

2 Using NPS in County Offices (Continued)

A Logging into NPS (Continued)

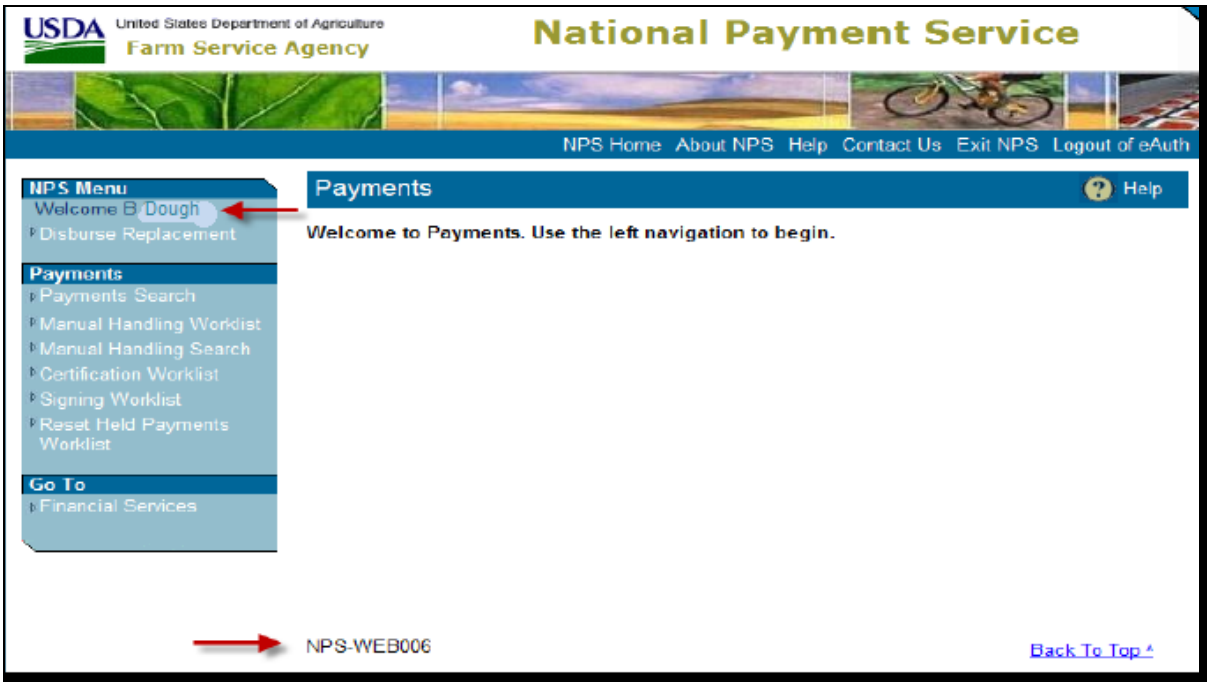
- if user ID has permission to access NPS, the following Payments Welcome Screen will be displayed.

Notes: The worklists displayed in the banner on the left are determined by the user's ID security access level. One or more of the following will be displayed:

- Manual Handling Worklist
- Certifying Official's Worklist
- Signing Official's Worklist.

If the user ID has more than 1 role, then the banner on the left will allow the user to change roles.

All screens in NPS now display a unique screen ID (in the following example the screen ID is "NPS-WEB006"). Users should reference the screen ID when calling in a problem to the Help Desk. Also, the user is indentified under NPS Menu.



B Online Help

Online help is available throughout the application. To access online help, CLICK " ".

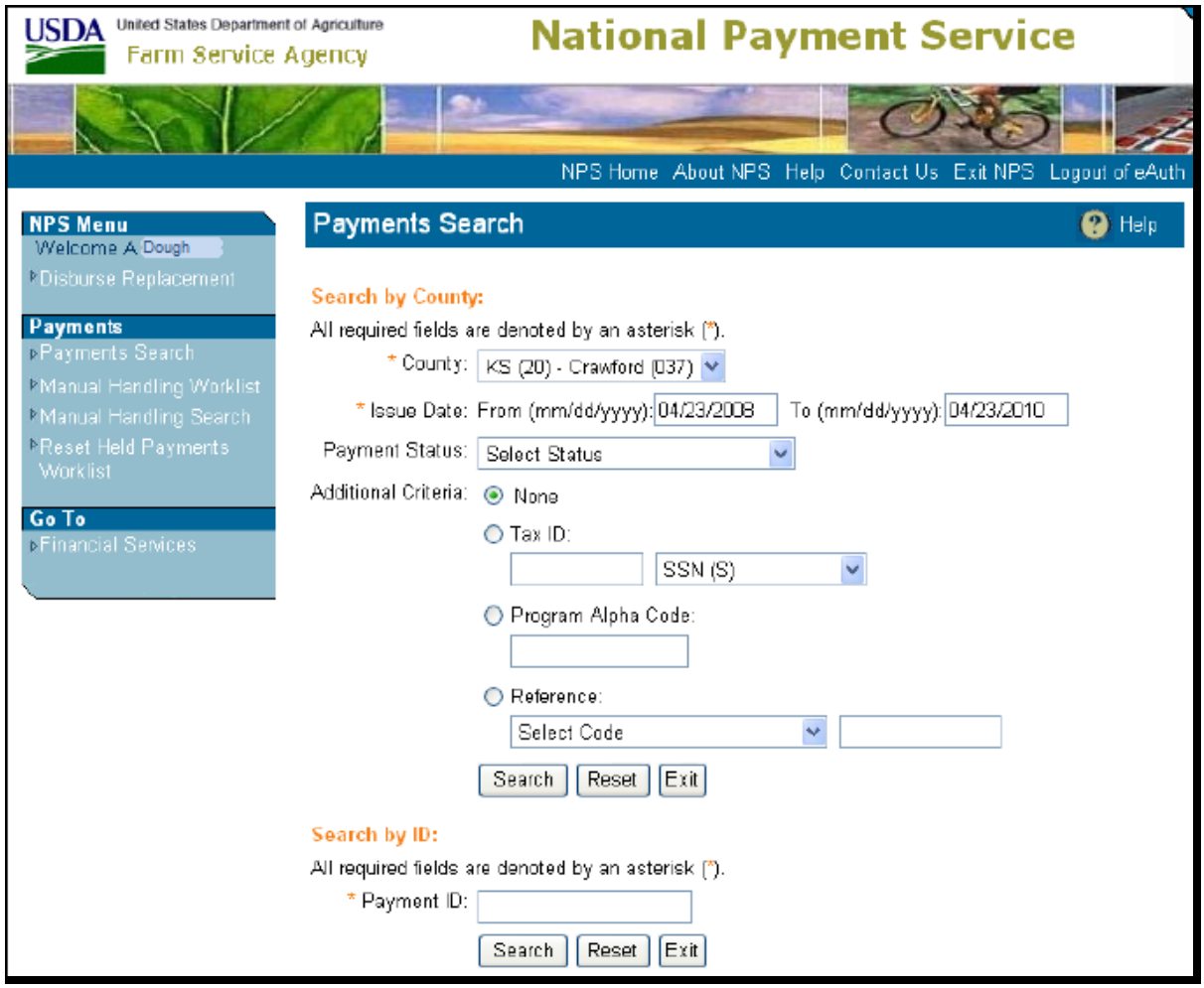
3 Payment Searches

A Program Search Criteria

The following is an example of the Payments Search Screen. In this example, the user has selected to search for payments issued from “4/23/2008” to “4/23/2010”.

Click 1 of the following:

- “Search” to retrieve payment results
- “Reset” to clear data entered in fields
- “Exit” to return to Payments Welcome Screen.

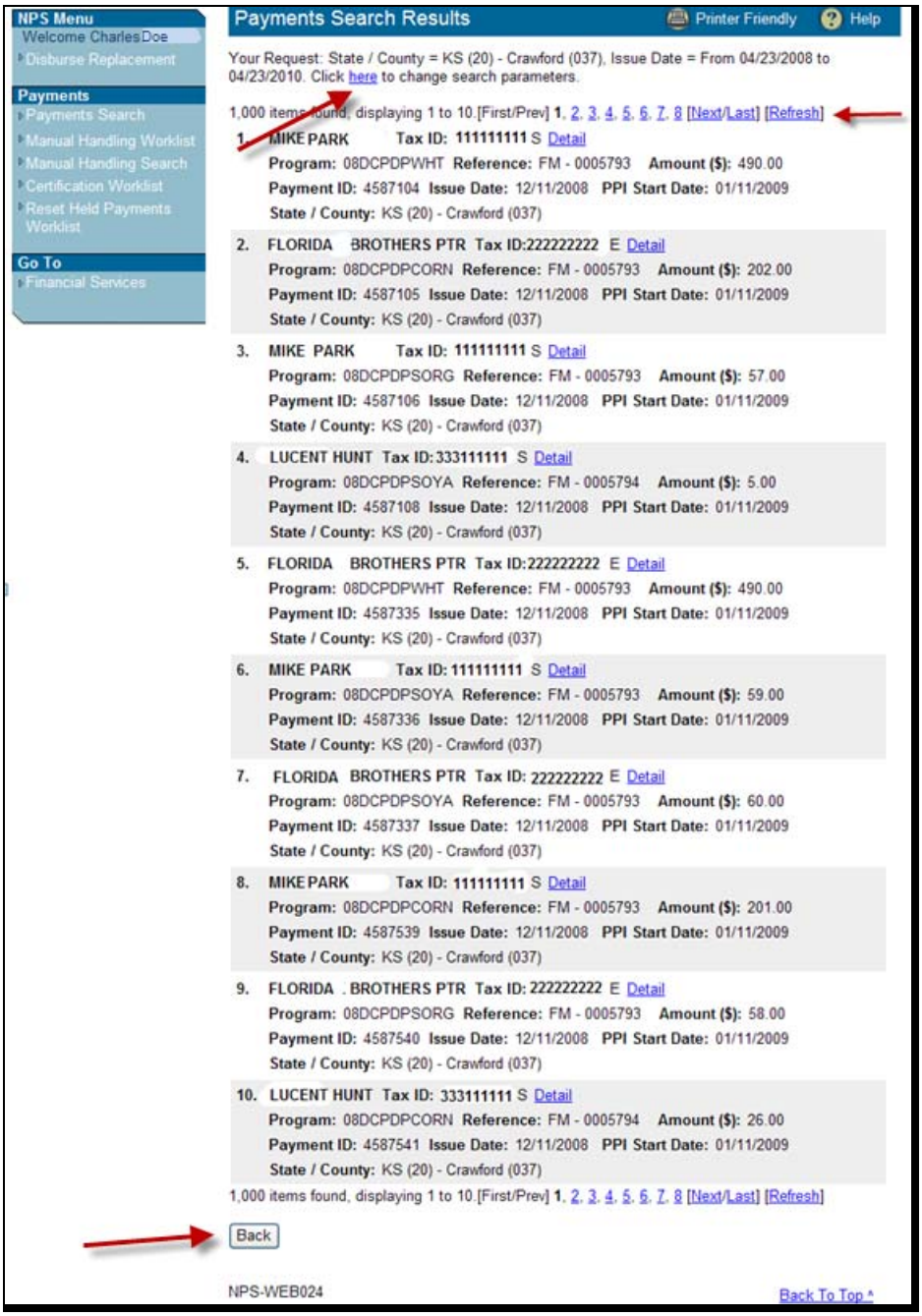


3 Payment Searches (Continued)

B Payment Search Results

In the following example, the search retrieved all payments from "4/23/2008" to "4/23/2010" for the State/County requested. Requested search parameters will be displayed at the top of results. User may click any link provided on the page, including the following:

- "**here**", to change search parameters
- "**Back**", the Payment Search Screen will be displayed.

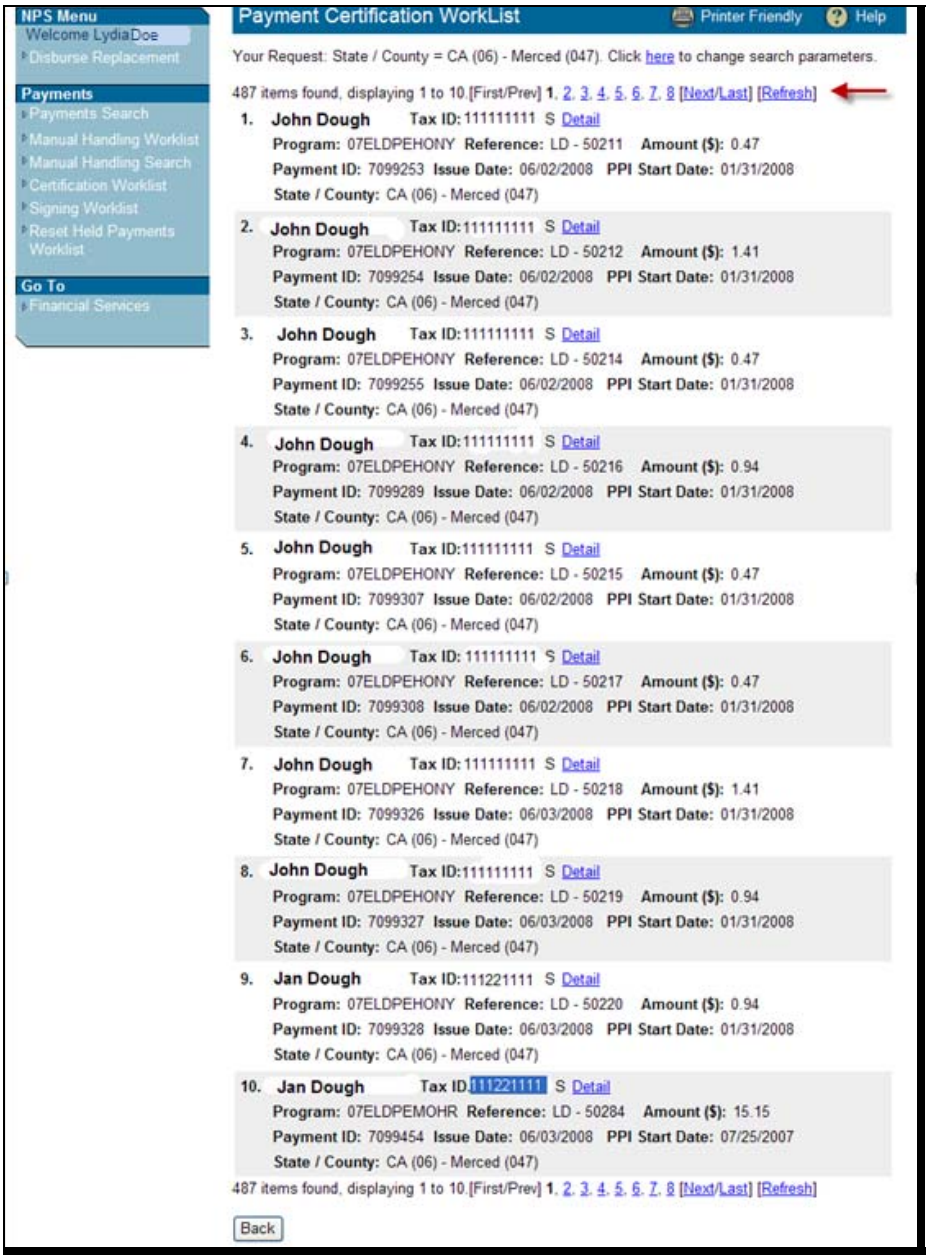


3 Payment Searches (Continued)

C New Paging Functionality

The following is an example of the Payment Certification Worklist Screen. NPS no longer has a maximum retrieval of "50" items per request. Payment search results will retrieve up to 1,000 items found, displaying 10 items per page. Users may select page numbers or use the "**First**/**Prev**" or "**Next**/**Last**" links, located before and after the search results, to navigate through the payment list. Users may click the "**Refresh**" link that will display the first page of the payment search results.

The new paging functionality is used for the Manual Handling Search and Payment Search functions, and worklist searches, **except** the Signing Worklist.

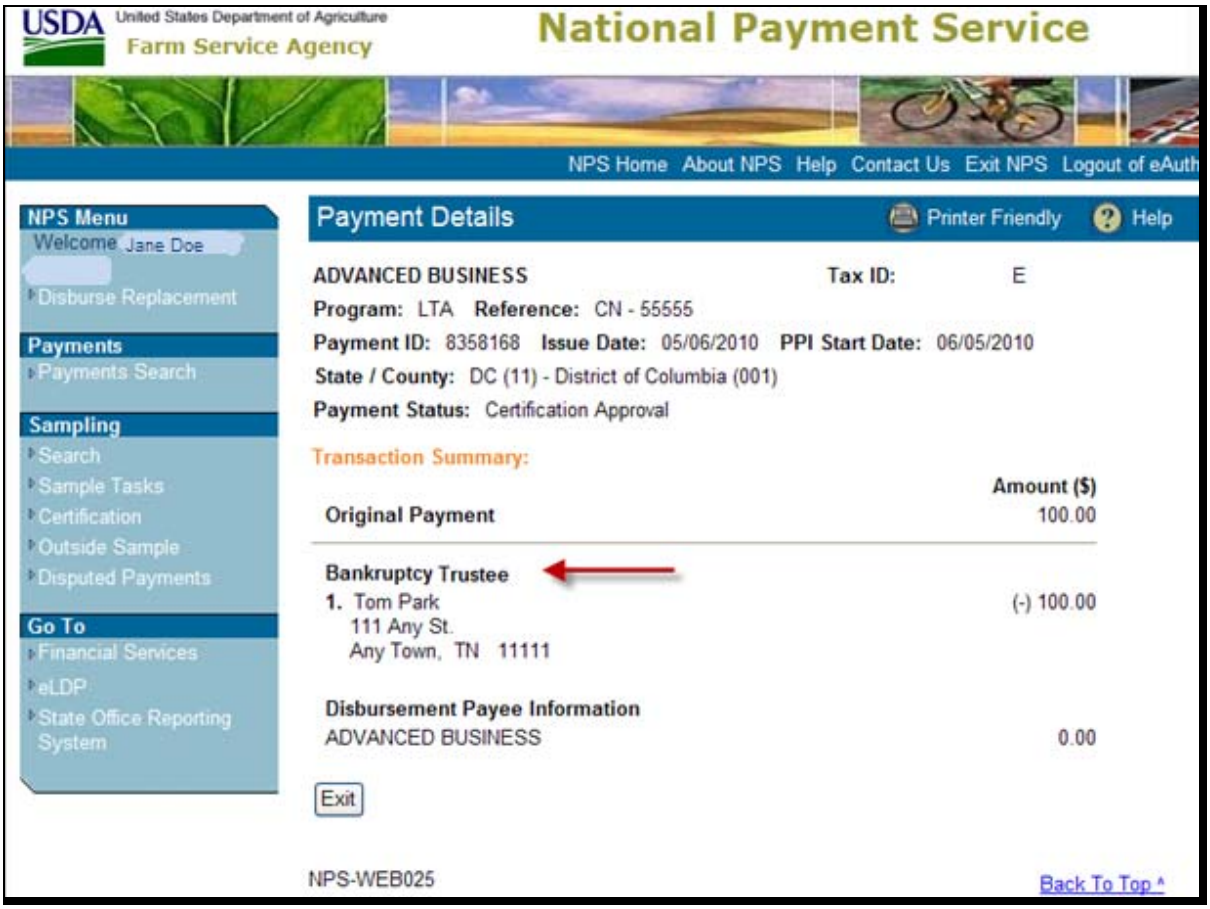


3 Payment Searches (Continued)

D Bankruptcy Trustee

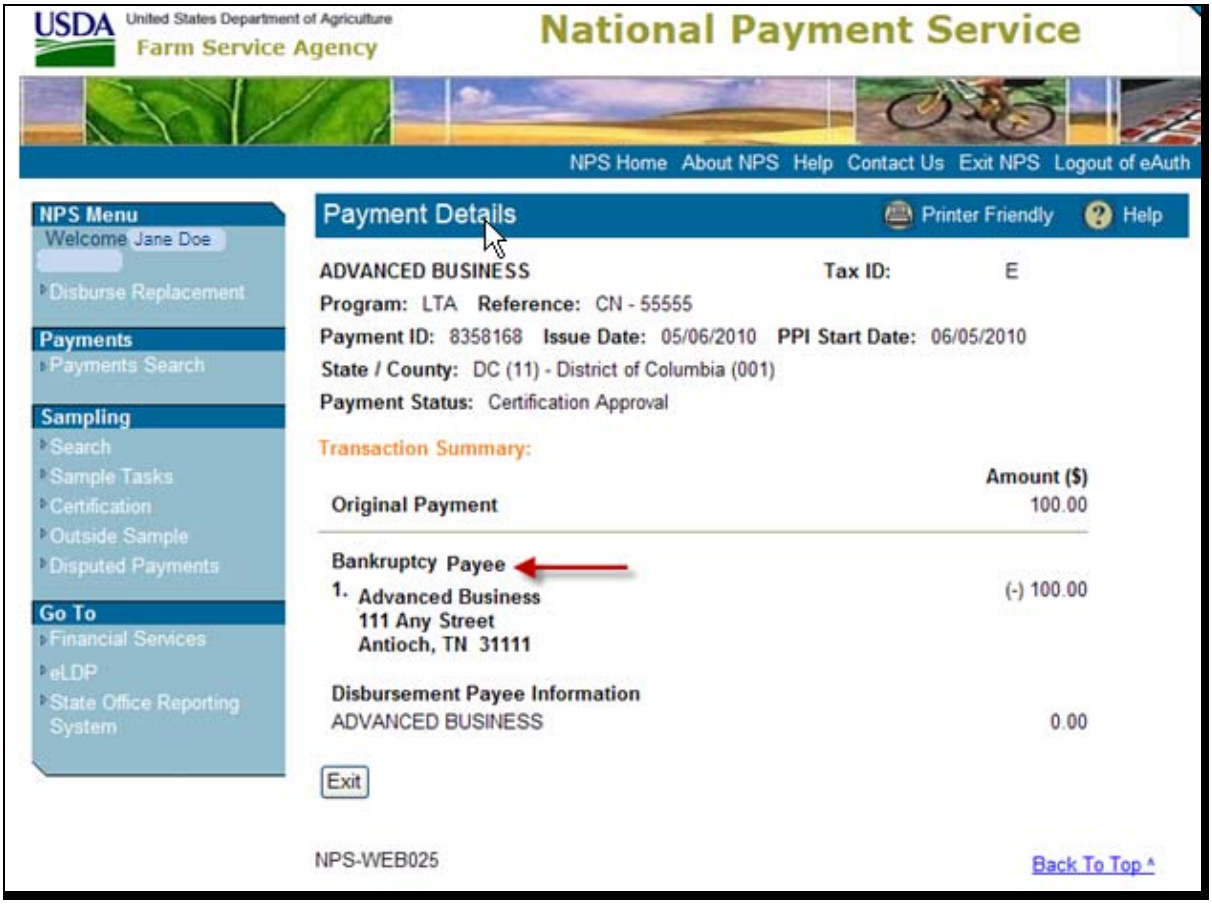
The following is an example of the Payment Details Screen displaying the Bankruptcy trustee information. Financial Services has the capability to add trustee name and address information for producers in bankruptcy.

Note: If information is available and entered in Financial Services, the trustee name and address will be displayed on the NPS Certification Worklist - Payment Detail Screen under "Bankruptcy Trustee".



3 Payment Searches (Continued)

D Bankruptcy Trustee (Continued)

The following is an example of the Payment Details Screen displaying the producer's information.

If the producer is in bankruptcy and no trustee name and address is entered, the producer's name and address will be displayed under "Bankruptcy Payee".