

For: State and County Offices

National Receipts and Receivables System (NRRS) TOP and Cross-Servicing Refunds for Farm Programs Made Through NPS Financial Web Application Data Mart (FWADM) Report

Approved by: Acting Associate Administrator for Operations and Management



1 Obtaining the Cross Refund or TOP Refund Report

A Background

As a result of implementing NRRS, TOP and cross-servicing refunds are made through NPS using the Refund Repayment (REFREP) program code. These TOP offsets and cross-servicing collections are:

- each week, sent to Kansas City electronically
- being loaded, on demand or by request, into NRRS to apply to the applicable receivables
- being loaded into the Automated Collection Application System that is only accessible to users in Kansas City.

Because field users have to verify, approve, and sign the REFREP payments for their counties in NPS, field users need a report to show if the refunds are legitimate.

B Purpose

This notice informs field users that there are new FWADM reports available for verifying REFREP payments in NPS that are owed to producers because of TOP offsets and/or cross-collections.

C Contact

Contact Myduyen Le at 816-926-2598 if you have any questions about this notice.

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

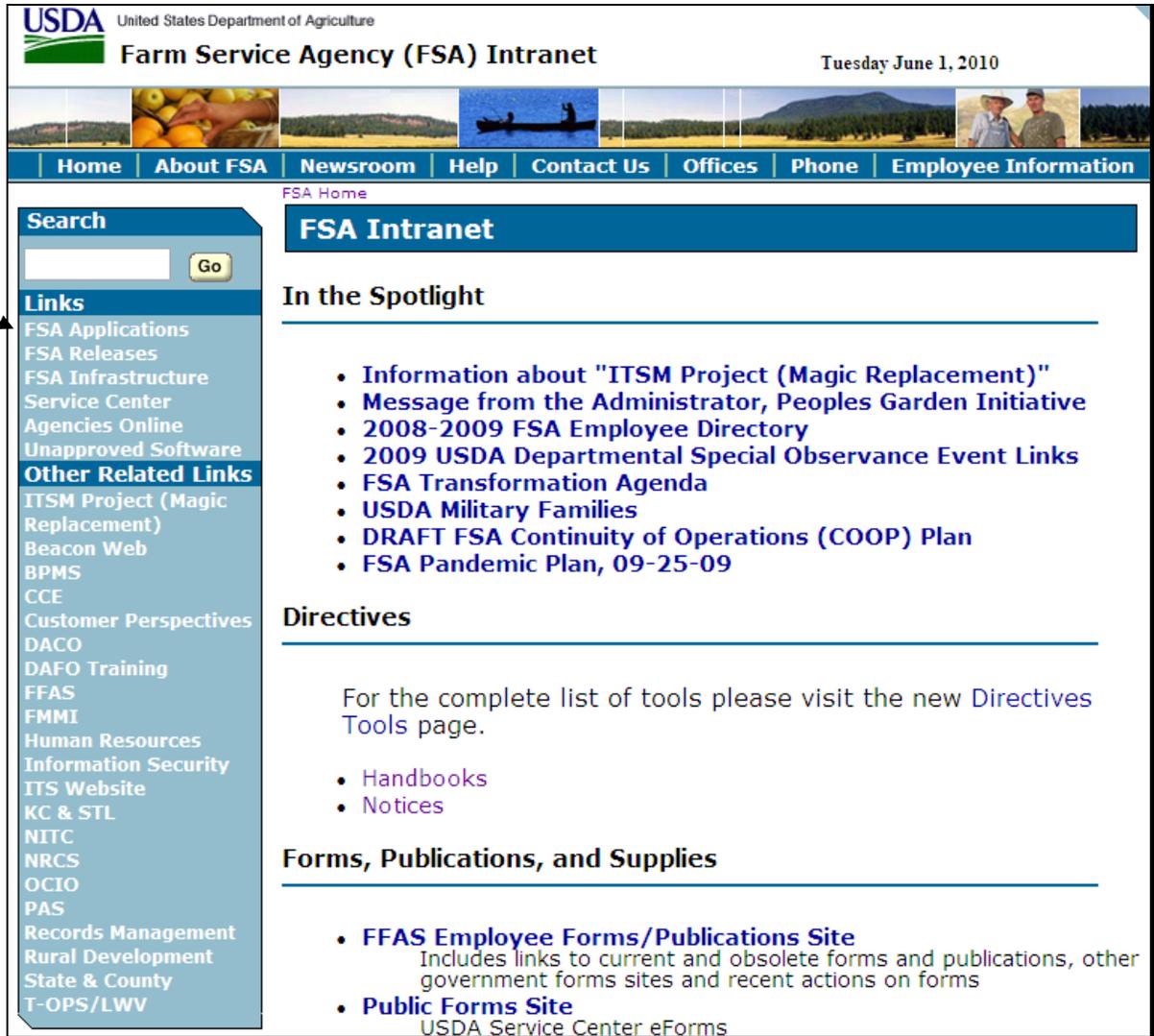
Notice FI-2978

1 Obtaining the Cross Refund or TOP Refund Report (Continued)

D Accessing the Cross Refund or TOP Refund Report

Top & Cross Refund Reports are FWADM reports. State and County Offices will access the Top & Cross Refund Reports through FSA Applications, FSA Data Marts, Hyperion Data Marts, and FWADM reports according to the following screens.

Go to <http://fsaintranet.sc.egov.usda.gov/fsa/> and under “Links”, CLICK “Applications”.



The screenshot displays the FSA Intranet homepage. At the top, the USDA logo and 'United States Department of Agriculture' are visible, along with the title 'Farm Service Agency (FSA) Intranet' and the date 'Tuesday June 1, 2010'. A navigation bar includes links for Home, About FSA, Newsroom, Help, Contact Us, Offices, Phone, and Employee Information. A search box is located on the left side. Below the navigation bar, the 'Links' menu is expanded, showing a list of various services and resources. An arrow points to the 'Links' menu. The main content area features a section titled 'In the Spotlight' with a list of key announcements and reports. Below this is a 'Directives' section with a link to a 'Directives Tools' page and a list of 'Handbooks' and 'Notices'. The final section is 'Forms, Publications, and Supplies', which includes links to 'FFAS Employee Forms/Publications Site' and 'Public Forms Site'.

USDA United States Department of Agriculture
Farm Service Agency (FSA) Intranet Tuesday June 1, 2010

Home About FSA Newsroom Help Contact Us Offices Phone Employee Information

Search
Go

Links

- FSA Applications
- FSA Releases
- FSA Infrastructure Service Center
- Agencies Online
- Unapproved Software
- Other Related Links**
- ITSM Project (Magic Replacement)
- Beacon Web
- BPMS
- CCE
- Customer Perspectives
- DACO
- DAFO Training
- FFAS
- FMMI
- Human Resources
- Information Security
- ITS Website
- KC & STL
- NITC
- NRCS
- OCIO
- PAS
- Records Management
- Rural Development State & County
- T-OPS/LWV

FSA Intranet

In the Spotlight

- Information about "ITSM Project (Magic Replacement)"
- Message from the Administrator, Peoples Garden Initiative
- 2008-2009 FSA Employee Directory
- 2009 USDA Departmental Special Observance Event Links
- FSA Transformation Agenda
- USDA Military Families
- DRAFT FSA Continuity of Operations (COOP) Plan
- FSA Pandemic Plan, 09-25-09

Directives

For the complete list of tools please visit the new [Directives Tools](#) page.

- [Handbooks](#)
- [Notices](#)

Forms, Publications, and Supplies

- **FFAS Employee Forms/Publications Site**
Includes links to current and obsolete forms and publications, other government forms sites and recent actions on forms
- **Public Forms Site**
USDA Service Center eForms

1 Obtaining the Cross Refund or TOP Refund Report (Continued)

D Accessing the Cross Refund or TOP Refund Report (Continued)

On the FSA Applications Screen, CLICK “FSA Data Marts”.

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FSA Home > FSA Applications

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Other Related Links

- ITSM Project (Magic Replacement)
- BPMS
- CCE
- DACO
- DAFO Training
- FFAS
- ITS Website
- KC & STL
- NITC
- NRCS
- OCIO
- PAS
- RD
- State & County T-OPS/LWV

FSA Applications

Common Applications

- eForm (Employee site to process eForms)
- Fiduciary
- Comprehensive Information Management Systems (CIMS)
- RLMS (eRep)
- RLMS Report (eRep)
- Farm Records
- ICAMS
- Fed Traveler
- FSA Data Marts**
- LRA Site (Identity Proof a customer)
- OTIS
- SCIMS
- SCIMS Link Manager
- Subsidiary
- 2003 Tax Booklet
- 2004 Tax Booklet
- 2005 Tax Booklet
- 2006 Tax Booklet
- 2007 Tax Booklet
- 2008 Tax Booklet

Conservation

- Conservation On-Line System
- Conservation Payments
- CRP Extensions 2009
- CRP Soils Database Management System
- Emergency Forestry CRP
- HELIC/Wetlands Program

Farm Loan Programs

- Farm Loan Programs Systems

Price Support

- Cotton Information Center
- eLDP - Electronic Loan Deficiency Payments
- EWR - Electronic Warehouse Receipts
- MILC - Milk Income Loss Contract
- Peanut Program
- SORS - State Office Reporting System
- Sugar Program
- Tobacco Transition Payment Program

Administrative Applications

- COC Elections
- COC State AO Reports
- ERSR
- Directive Tools

Production Adjustment & Disaster Programs

Notice FI-2978

1 Obtaining the Cross Refund or TOP Refund Report (Continued)

D Accessing the Cross Refund or TOP Refund Report (Continued)

On FSA Data Warehouse Home Page, CLICK “Hyperion Data Marts”.

USDA Farm Service Agency Intranet **FSA Data Warehouse Home Page**

Data Warehouse News and Updates

ITS Alerts [Click here to view planned or unexpected changes/outages/alerts](#)

FSA has now completely upgraded to the Hyperion reporting tool. Brio has been disabled. Hyperion software should have been installed on your PCs. Please click on the link titled 'Navigation through Hyperion' on the right for instructions to access a data mart.

Hyperion will have a different look from the Brio Web page data marts, the reports themselves have not changed. General information that applies to all data marts may be displayed in this area from time to time. Please refer to this screen often.

Click on the link to the right titled 'Hyperion Data Marts' and provide your Eauth Id and password to enter Hyperion.

Read Important Information for:

- [States that use FSA State/County Data Mart Federal/Non-Federal Financial Reports](#)
- [States and Large Offices using all other Data Mart Reports](#)
- [Navigating through Hyperion](#)
- [Hyperion Data Marts](#)

NOTICE!
You are entering an Official United States Government System, which may be used only for authorized purposes. Unauthorized modification of any information stored on this system may result in criminal prosecution. The Government may monitor and audit usage of this system, and all persons are hereby notified that use of this system constitutes consent to

The USDA eAuthentication Warning Screen will be displayed, CLICK “**I Agree**”. The USDA eAuthentication Login Screen will be displayed, enter user ID and password and CLICK “**Login**”.

If user has permission to access the FWADM report system, the following Root Screen will be displayed. CLICK “**FWADM Data Mart**”.

FSA - Production - Hyperion Performance Suite 2.5 SP3

Browse | BROWSE | PREFERENCES | HELP

Root

- Debt Management
- FFATA Data Mart
- FWADM Data Mart
- Payments and Reports

FSA Hyperion Requirements

Sep 6 2006 7:29 AM	doc
Jul 7 2006 8:46 AM	doc

Hyperion Intelligence Data Analysis and Report Guide

Aug 25 2006 9:06 AM	pdf
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Notice FI-2978

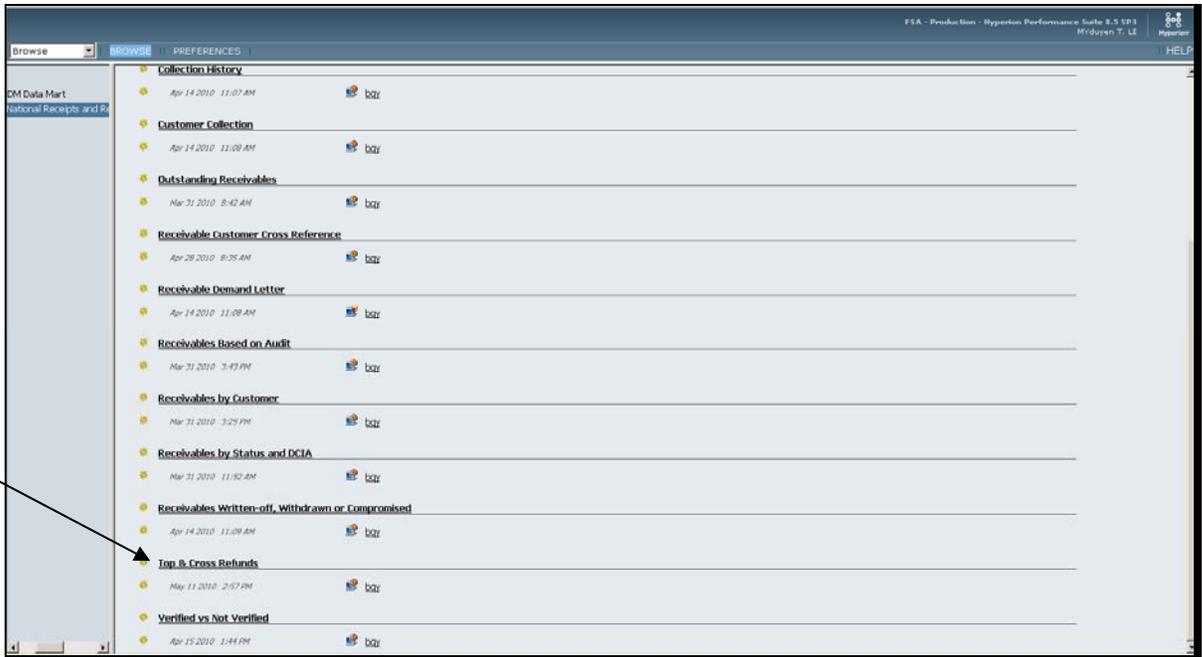
1 Obtaining the Cross Refund or TOP Refund Report (Continued)

D Accessing the Cross Refund or TOP Refund Report (Continued)

On the FWADM Data Mart Screen, CLICK “National Receipts and Receivables System Reports”.



On the next screen, CLICK “Top & Cross Refunds”.



Notice FI-2978

1 Obtaining the Cross Refund or TOP Refund Report (Continued)

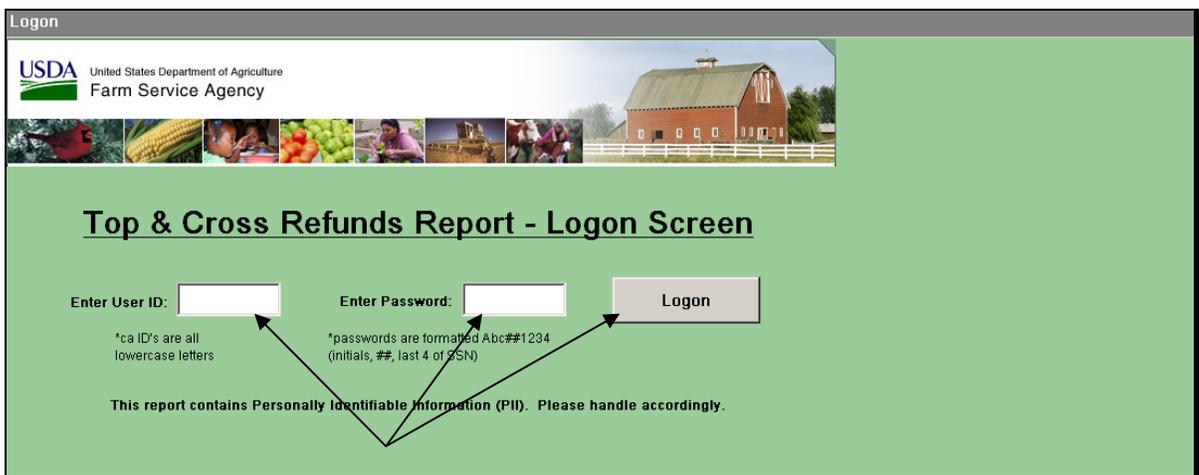
D Accessing the Cross Refund or TOP Refund Report (Continued)

On the Attention FWADM Users Screen, CLICK “Continue to Logon Screen”.



On the TOP & Cross Refunds Report - Logon Screen, enter user name and password and CLICK “Logon”.

Note: This is **not** an eAuthentication user ID and password. This is FWADM user ID and password).



Notice FI-2978

1 Obtaining the Cross Refund or TOP Refund Report (Continued)

D Accessing the Cross Refund or TOP Refund Report (Continued)

On the TOP & Cross Refunds Report - Limit Screen, from the Select State and Select County lists, select applicable States and counties and **CLICK “Process Query”**. When process is complete, **CLICK “OK”**, then click either the **“Cross Refunds”** or **“Top Refunds”** radio button. The selected report will automatically be displayed.

The screenshot shows a web interface titled "Top & Cross Refunds Report - Limit Screen". At the top, it displays "FWADM Last Load Date: 5/3/2010 (Monday)". Below the title, there are two dropdown menus: "Select State" and "Select County". The "Select State" dropdown is open, showing a list of states from Alabama to Florida. Below each dropdown is a checkbox labeled "All States" and "All Counties" respectively. In the bottom left corner, there is an "Instructions" section with five numbered steps. In the bottom center, there is a "Process Query" button. In the bottom right corner, there are two radio buttons: "Cross Refunds" and "Top Refunds". Arrows from the text above point to the "Process Query" button and the two radio buttons.

Notes: Notice FI-2916 for information about using all FWADM reports.

Contact the State security liaison representative for security access to FWADM.

E Using the Top & Cross Refund Reports

Each report will display the following fields:

- Collection Payment Identifier (Receipt ID)
- County FSA Code
- Creation User Name (TOP or CROSS)
- Customer Name
- Ending Balance (should be zero)
- Payable Identifier
- Payment Amount (Collection Amount)
- Refund Amount (Amount on REFREP refund in NPS)
- Refund Date
- Refund Identifier

Notice FI-2978

1 Obtaining the Cross Refund or TOP Refund Report (Continued)

E Top & Cross Refunds Report (Continued)

- Refund Status Code, as follows:
 - “D”, deleted
 - “F”, failed
 - “P”, pending
 - “R”, ready to transmit
 - “S”, success
 - “T”, transmitted

- State FSA Code

- Tax ID

- Tax ID Code

- Transaction Amount (Amount being applied)

- Transaction Request ID (Accounting Transaction ID).

If there is a REFREP payment in NPS that needs to be verified or approved and signed, users may use the Top & Cross Refund Reports to find, by their State and county, if that customer refund is displayed on the Top & Cross Refund Reports and if the receipt or collection ID and refund amounts match. If they match, then the REFREP payment is valid and the payment needs to be approved and signed so that the refund can be issued to the customer in a timely manner.