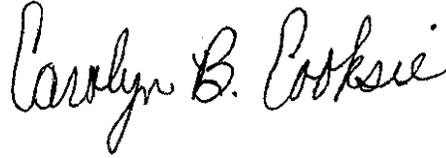


For: State and County Offices

Reviewing Financial Services Before the October Payment Cycle

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

Financial Services web application has incorporated functionality in recent releases, which:

- controls a producer’s profile for “Bankruptcy” and “Other Agency Debt” from a National viewpoint. The System 36 name and address flag settings are no longer updated or used in payment processing
- reorganized a customer’s data based on TIN and TIN type, rather than storing a record for the multi-county customer under each of the customer’s locations

Note: A customer is a program participant or an assignee.

- uses a direct deposit main account for an EFT recipient, with the ability to support any sub-accounts for a specified State and County location and/or reference type by reference number

Note: The EFT recipient is a program participant or an assignee.

- supports the ability to designate an assignee’s State and County legacy link location that has the desired mailing address for the assignment being entered.

Disposal Date	Distribution
September 1, 2011 9-15-10	State Offices; State Offices relay to County Offices

Notice FI-2997

1 Overview (Continued)

A Background (Continued)

Elections made for direct deposits, assignments, joint payments, and customer profile data in Financial Services are updated into the Financial Web Applications Data Mart (FWADM) nightly. Several Financial Services reports have been developed in FWADM, which will assist Service Centers in preparing for the October payment processing cycle. Service Centers are encouraged to run these reports and take proactive measures to ensure that payments are routed correctly. Reports have been developed as research tools for reviewing what is stored as a customer's elections for:

- direct deposit
- assignments
- customer profile, which includes bankruptcy and other agency debt.

B Purpose

This notice:

- announces the Financial Services reports available in FWADM, with instructions for running and analyzing these reports
- provides instructions to update or correct data present in Financial Services, when warranted
- provides a checklist of reminders for Financial Services for October payment cycle (Exhibit 1).

C Contact

If there are questions about this notice, State Offices shall contact the appropriate office according to the following.

Issue	Contact
Policies in this notice	<ul style="list-style-type: none">• Yanira Sanabria by:<ul style="list-style-type: none">• e-mail to yanira.sanabria@wdc.usda.gov• telephone at 703-305-0969.• Sue Tolle by:<ul style="list-style-type: none">• e-mail to marysue.tolle@kcc.usda.gov• telephone at 816-926-5965.
Requesting FWADM access	Connie Saulka by either of the following: <ul style="list-style-type: none">• email at connie.saulka@kcc.usda.gov• telephone at 816-926-2852.

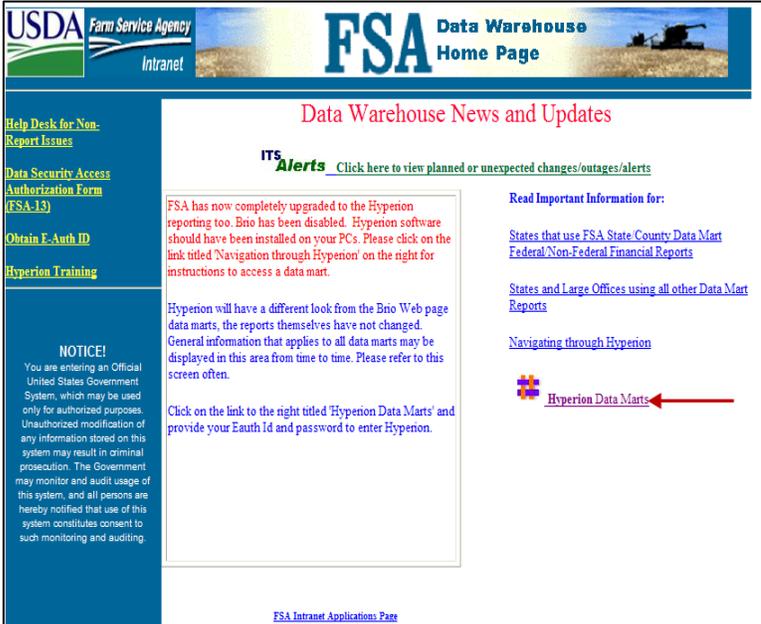
Notice FI-2997

2 Accessing FWADM Reports for Financial Services

A Accessing FWADM Reports

Access FWADM according to the following.

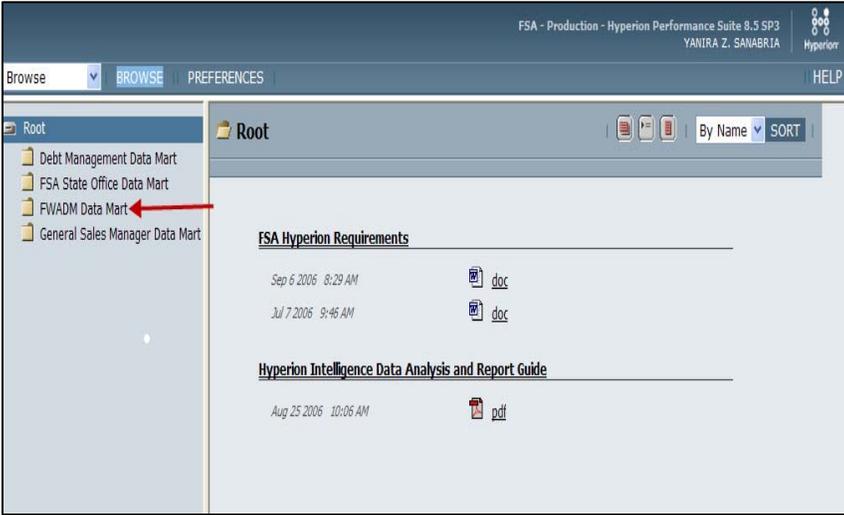
Note: All State and County Office employees must have a valid eAuthentication user ID and password to access FWADM.

Step	
1	Access the FSA Intranet Home Page at http://fsaintranet.sc.egov.usda.gov/fsa/ .
2	Under “Links”, CLICK “FSA Application”.
3	Under “Common Applications”, CLICK “FSA Data Marts”.
4	<p>On the FSA Data Warehouse Home Page, CLICK “Hyperion Data Mart”.</p> 
5	On the eAuthentication Warning Page, CLICK “I agree”.
6	On the eAuthentication Login Screen, enter the eAuthentication user ID and password and CLICK “Login”.

Notice FI-2997

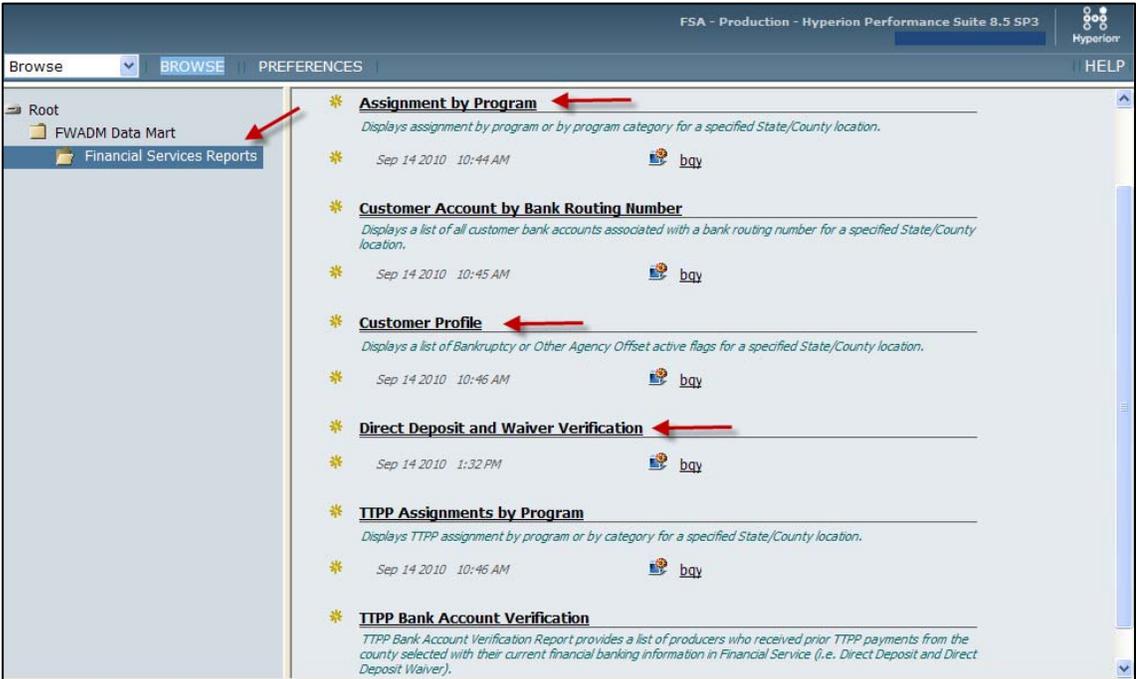
2 Accessing FWADM Reports for Financial Services (Continued)

A Accessing FWADM Reports (Continued)

Step	Action
7	<p>On the Hyperion Data Mart Root folder Listing Screen, under “Root”, click the “FWADM Data Mart” folder.</p> 

B Viewing FWADM Reports

The following is an example of the FWADM DATA Mart Screen. CLICK “Financial Services Reports” to view Financial Services reports available.



3 Verifying Active Direct Deposit Elections

A Policy About Direct Deposit

DCIA mandates that the Federal payments other than payments under the Internal Revenue Code of 1986, must be made by EFT unless the secretary grants a waiver. The Secretary of Treasury granted a waiver of the requirement if the individual determines, at his or her sole discretion, that 1 of the following conditions exists:

- payment by EFT would impose a hardship because of physical or mental disability
- the individual faces a geographic, language, or literacy barrier to receiving payment by EFT
- payment by EFT would impose a financial hardship.

A payment recipient may submit FFAS-12 to invoke a waiver or contact the County Office to request that the waiver be invoked.

Customers may receive payments by check or EFT (not both). If a customer chooses to receive payments by check, the EFT Waiver will be applied in Financial Services and all payments nationwide will be disbursed by check. If a customer chooses to receive payments by EFT, the direct deposit primary account will be used, routing all payments to that bank account regardless of the customer's location. The County Office with the paper work on file will create and maintain the direct deposit primary account in Financial Services. If the customer is a multi-county producer, the County Office responsible for entering the National designations must FAX a copy of the paper work to other effective locations to allow proper payments. The coordination is crucial for the multi-county customers who are assignees.

B Previous Issues With Direct Deposit Election

During the first 10 months of FY 2010, KC-FSC had over 18,000 returned ACH's because of invalid information. This creates additional work load in KC and the County Office, and most importantly, causes a delay in the producer's receipt payment.

A Direct Deposit/Waiver Verification Report was developed for County Offices to verify direct deposit elections before the payment cycle to reduce the number of EFT returns and increase the number of payments successfully processed.

3 Verifying Active Direct Deposit Elections (Continued)

C Direct Deposit/Waiver Verification Report

After selecting the Financial Services Reports in FWADM, select the “Direct Deposit and Waiver Verification” report. FWADM will ask for the user ID and password used in FWADM, commonly referred to in State and County Offices as “CA User ID”. Once successfully logged in to FWADM, the Direct Deposit/Waiver Verification Report - Limit Screen will be displayed. The user shall select the State and County and CLICK “Process Query” to upload reports.

FWADM Last Load Date: 8/19/2010 (Thursday)

Direct Deposit / Waiver Verification Report - Limit Screen

Select State: Alabama, Alaska, Arizona, Arkansas, **California**, Colorado, Connecticut, Delaware, Florida

Select County: CALIFORNIA, COLUSA, CONTRA COSTA, DEL NORTE, EL DORADO, FAMBRO, FARMERS' RICE COC, **FRESNO**, GLENN

All Counties

Process Query

Instructions:

- 1) Select a State
- 2) Select County or check All Counties
- 3) Click the Process Query button
- 4) Click OK when Processing Complete
- 5) Choose a Report and Click the Appropriate Button

Note: State and National Office users have the option to select all counties with a State; however, it is highly recommended that the query be limited to 1 county at a time so that the query does not time out.

Notice FI-2997

3 Verifying Active Direct Deposit Elections (Continued)

C Direct Deposit Waiver Verification Report (Continued)

After clicking “Process Query”, the message, “Processing Complete”, will be displayed when the query is completed. CLICK “OK” to display the following screen.

FWADM Last Load Date: 8/19/2010 (Thursday)

Direct Deposit / Waiver Verification Report - Limit Screen

Select State: Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida

Select County: CALIFORNIA, COLUSA, CONTRA COSTA, DEL NORTE, EL DORADO, FAMBRO, FARMERS' RICE COC, FRESNO, GLENN

All Counties

Process Query

Active Direct Deposit Report
 Waiver Report
 No Direct Deposit or Waiver Report

Instructions:
1) Select a State
2) Select County or check All Counties
3) Click the Process Query button
4) Click OK when Processing Complete
5) Choose a Report and Click the Appropriate Button

The user can select the report needed as follows, with information current through the date shown on the top of the screen as “FWADM Last Load Date”.

- Active Direct Deposit identifies customers that have an EFT election, and displays the financial institution information that will be used for any payments.
- Waiver Report provides a listing of customers that have a hardship waiver on file. These customers will receive all payment by Treasury check.
- No Direct Deposit or Waiver Report identifies customers that have not completed a Direct Deposit election or filed a Hardship Waiver. These customers will receive all payments by Treasury check.

Note: The reports include both producers and assignees that have a SCIMS legacy link to the selected county.

Notice FI-2997

3 Verifying Active Direct Deposit Elections (Continued)

D Active Direct Deposit Accounts Report

The following is an example of the Active Direct Deposit Accounts.

Financial Services - Active Direct Deposit Accounts Report Date: Monday, August 30, 2010												
Customer Name	Tax ID	Tax Id Type	Multi-County Customer	Producer County Count	Direct Deposit Account Type	Bank Routing Number	Bank Account Number (Last Four)	Account Status Name	Sub-Account State	Sub-Account County	Reference Type	Reference Number
ABC FARM	123456789	E	Y	90	P	000000001	0712	Active				
					S	000000001	7792	Active	37	191		
					S	000000002	7629	Active	30	099		
ANYONE'S BANK	987654321	S	Y	7	P	000000001	6800	Active				
					S	000000001	5305	Active	19	171		
					S	000000003	6800	Active	19	063		
BOB JONES	555555555	S	N	1	P	000000003	2397	Active				
CATHY SMITH	147258369	S	Y	6	P	000000005	85 3	Active				
					S	000000007	1853	Active	19	063	27	133
DOUG JOHNSON	741852963	S	Y	3	P	000000002	5663	Active				
					S	000000001	6636	Active	19	063	FM	123

The following general identifying fields are on the report.

- **Customer Name** is the name as it appears in SCIMS (customers are listed in alphabetical order by first name).
- **Tax ID** is the customer's tax identification number.
- **Tax ID Type** identifies if the tax ID is a Social Security number or an employer number.
- **Multi County Customer** displays a "Y" or "N" value indicating whether the producer or assignee is linked to more than 1 State/County location in SCIMS. Changes made to a multi-county producer's or assignee's banking information may apply to more than 1 State/County location.
- **Producer County Count** indicates the number of county legacy links established.
- **Direct Deposit Account Type** indicates if the account is the Primary account (P) or a Sub-account (S). There will only be 1 primary account for any customer. There can be multiple sub-accounts for a customer.

Notice FI-2997

3 Verifying Active Direct Deposit Elections (Continued)

D Active Direct Deposit Accounts Report (Continued)

- **Bank Routing Number** is the bank routing number entered from SF-1199A or SF-3881.
- **Bank Account Number** is the individual's account entered from SF-1199A or SF-3881.
- **Account Status Name** will always be "Active" indicating that the accounts represented are active EFT accounts that will be used when issuing payments to the producer or assignee.

The following fields identify sub-accounts for specific payments, which will be used instead of the primary account when the payment request matches the sub-account criteria.

- **Sub-Account State** is the only State the sub-account direct deposit election applies to.
- **Sub-Account County** is the only county the sub-account direct deposit election applies to.
- **Reference Code Number** identifies the type of reference code used such contract number or farm number.
- **Accounting Reference Number** is a number passed to accounting used to reference information from the program application related to a customer.

E Verifying or Changing Multi-County Producer Information

Service Centers should verify the banking information for all multi- county customers is correct. The Service Center may need to search SCIMS to see all counties that the customer is legacy linked to. Do not process a change to a multi-county customer without coordinating with associated offices. See 1-CM for instructions on searching SCIMS.

Note: Compare the direct deposit information to the applicable SF-1199A or SF-3881 on file.

Important: A financial institution that serves as the local depository for a CBS county shall not have an EFT election established. If the local depository also has assignments, the assignment will be posted in the CBS account. All CBS counties are required to ensure that the local depository does not have EFT established. If the local depository is listed as a multi-county customer, notify the associated counties that the EFT will be removed.

Notice FI-2997

3 Verifying Active Direct Deposit Elections (Continued)

F Direct Deposit View Options

The County Office can view different views of customer data from within the same query without reprocessing the report for customer with:

- a waiver on file
- no direct deposit election or waiver on file.

Click on the described view and receive the customers on the other 2 reports. This is an opportunity to make sure a customer's data is properly recorded in Financial Services and should be receiving Treasury checks in the upcoming payment cycle.

4 Assignment Report Available in FWADM

A Policy on Assignments

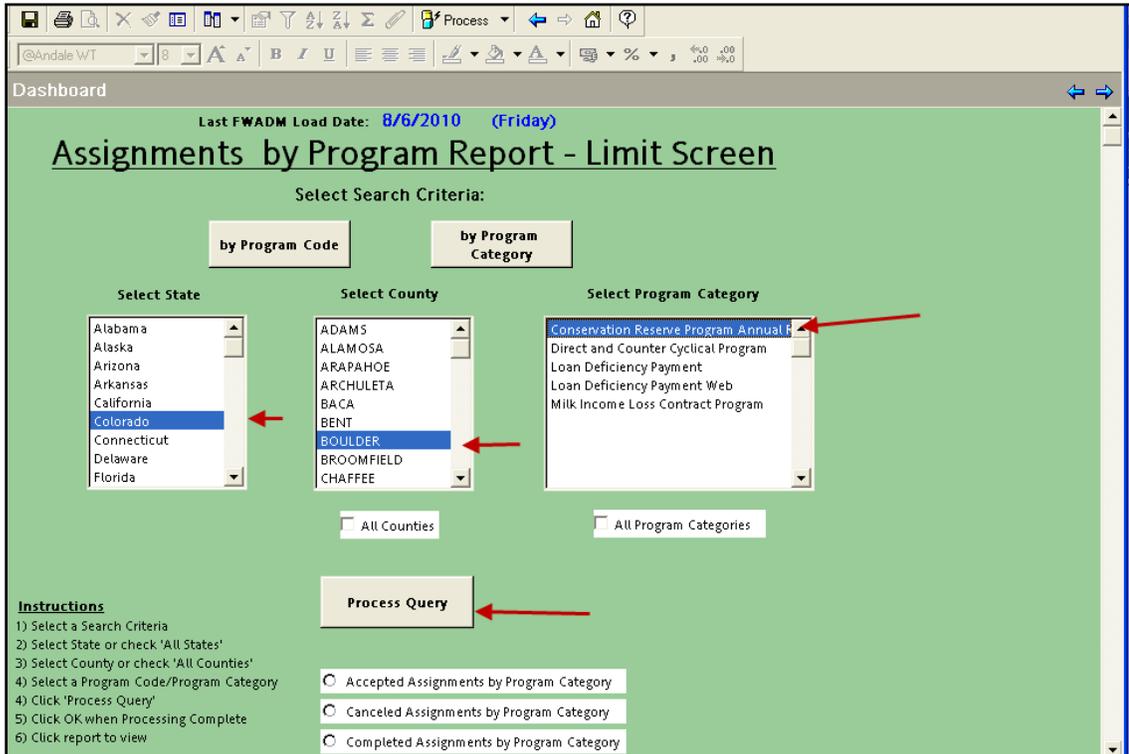
The functionality for assignments allows assignments to be applied for nationwide use or designated to a specific location, program, or program/reference type. The Service Center with the paperwork on file will add the assignment as single county or multi-counties in the Financial Services Web application. If the paperwork applies to more than 1 Service Center (for example, the customer is a multi-county producer), then the Service Center responsible for entering the national designation **must** FAX a copy of the paperwork to the other affected locations for informational purposes. Only 1 Service Center will load the assignment in the Financial Services Web application.

Note: All previous assignments will continue to be honored in the order in which they were received and will **only** be applied to the county in which it was first applicable.

4 Assignment Report Available in FWADM (Continued)

B Assignment by Program Report

Once successfully logged in, and after selecting the “Assignments by Program Report”, the following screen will be displayed.



The user can select to run the query by the following criteria.

- Program Category – This option would be chosen for the following programs:
 - Conservation Reserve Program Annual Rental
 - Direct and Counter Cyclical Program
 - Grazing Payments
 - Loan Deficiency Payment
 - Loan Deficiency Payment Web
 - Market Loss Assistance
 - Milk Income Loss Contract Program
 - Tobacco Transition Payment Program
 - Trade Adjustment Assistance.

Note: The query will retrieve the assignments for these programs regardless if they were set in Financial Services by program category or program code.

- Program Code – This option would be chosen for assignments established by program code that are not included in the categories listed in this subparagraph.

Notice FI-2997

4 Assignment Report Available in FWADM (Continued)

B Assignment by Program Report (Continued)

The user will get an option to select the State and County, then CLICK “Process Query”. The message, “Processing Complete”, will be displayed, the user shall CLICK “OK”, and the page selected will be displayed.

Once the Assignment by Program Category query or by Program Code query is processed the user may toggle between the following reports.

- Accepted Assignment – The report lists the assignor producers with a State and County legacy link requested in your query that has an assignment with an outstanding unpaid balance in Financial Services.
- Cancelled Assignment – The report lists the assignments that have been cancelled because it was requested by the assignee or because of an error in establishing the assignment in Financial Services.
- Completed Assignments – The report lists the assignments that have been totally paid off.

The following is an example of the Assignee by Program Category report.

Financial Services - Assignments by Program Report																				
Assignments by Program Category - Active Assignments																				
Monday, August 30, 2010																				
State: Iowa - County: EMMET																				
Assignor Name	Assignor Tax Id	Assignor Tax Id Type	Program Category/Program Code	Program Year	Reference Type	Reference Number	Assignment State	Assignment County	Assignor Multi County Ind	Document Signed Date	National Assignment Identifier	Last Change Date	Assignee Name	Assignee Tax Id Last 4	Assignment Effective Year	Assignee Location State	Assignee Location County	Assignee Multi County Ind	Assignment Paid Amount	Assignment Amount
JIM SMITH	123123123	5	Direct and Counter Cyclical Program	2009			19	063	Y	01/21/09	1649735	01/29/09	EVERYBOD Y'S BANK	4000				Y		\$27,117.00
				2010			19	063	Y	02/08/10	1824068	02/09/10	EVERYBOD Y'S BANK	4000				Y		\$24,545.00
		5	Direct and Counter Cyclical Program	2007			05	041	Y		1476264	09/12/09	EVERYBOD Y'S BANK	4000				Y		\$290,000.00
								043	Y		1508746	09/12/09	EVERYBOD Y'S BANK	4000				Y		\$290,000.00
								041	Y		1551463	09/12/09	LISA JONES	1212				Y		\$195,000.00
				2008			05	041	Y		1558126	09/12/09	EVERYBOD Y'S BANK	4000			Y		\$195,000.00	
											1508747	09/12/09	EVERYBOD Y'S BANK	4000			Y		\$290,000.00	
Loan Deficiency Payment	2007			05	043	Y		1508747	09/12/09	EVERYBOD Y'S BANK	4000			Y		\$290,000.00				

Notice FI-2997

4 Assignment Report Available in FWADM (Continued)

B Assignment by Program Report (Continued)

The Accepted Assignment by Program Category report contains the following fields.

- **Assignor Name** is the producer's name from SCIMS.
- **Assignor Tax ID** is the producer's tax identification number.
- **Assignor Tax ID Type** is the producer's tax identification type (S = Social Security Number, E = Employer Identification Number).
- **Program Category /Program Code** is the program alpha code or program category code used when establishing the assignment. This view of the report is set up to retrieve assignments set up by a program category. An assignment set up by program alpha code that is part of a category will also be captured by this report.
- **Program Year** is the year associated with the program (not the payment year).
- **Reference Type** - represents the reference type (Farm Number, Contract Number, etc.) selected when setting up an assignment in Financial Services and will be accompanied by a reference number, program category or program alpha code and program year for payment processing. When all 4 elections match a payment request in NPS, a payment will be disbursed to the assignee.
- **Reference Number**– represents the reference number entered when setting up an assignment in Financial Services and will be accompanied by a reference type, program category or program alpha code and program year for payment processing. When all 4 elections match a payment request in NPS, a payment will be disbursed to the assignee.

Note: The reference number must match exactly. For instance, if a CRP contract is modified and the Contract Number changes from 103A to 103B then the reference number for an assignment must also be changed.

- **Assignment State** identifies the State selected in Financial Services when establishing an assignment that will apply to a specific State/County location. If this field is blank then the assignment applies to all States/Counties where the producer is legacy linked.
- **Assignment County** identifies the County selected in Financial Services when establishing an assignment that will apply to a specific State/County location. If this field is blank then the assignment applies to all States/Counties where the producer is legacy linked.

4 Assignment Report Available in FWADM (Continued)

B Assignment by Program Report (Continued)

- **Assignor Multi-County Ind Multi** – displays a “Y” or “N” value indicating whether the producer is linked to more than 1 State/County location in SCIMS.
 - “Y” values indicate that the producer has more than 1 legacy link in SCIMS.
 - “N” values indicate that the producer or assignee has only 1 legacy link.
- **Document Signed Date** is the date that the assignment was received and stamped by the receiving County Office.
- **National Assignment Identifier** is a sequence number assigned by the system when the assignment was entered. The National Assignment Identifier is populated on the screens in Financial Services and is a good reference check when researching assignments.
- **Last Change Date** is the last date that the county made an update to the assignment.
- **Assignee Name** is the assignee (entity or person) in SCIMS to whom the assignment of a payment is made.
- **Assignee Tax Id Last 4** the last 4 digit of the assignee’s tax ID.
- **Assignment Effective Year** is the payment year and is only applicable to CRP and TTPP. The assignment effective year must match the payment request’s program year in order for the payment to be applied.
- **Assignee Location State** – identifies the State/County legacy link where the assignee’s payment will be mailed or routed if disbursed by EFT and address where transaction statement will be mailed. If the assignee is a multi-county assignee, as indicated by the Assignee Multi-County Ind, and this field is blank, the user must delete and re-enter assignment to select an Assignee State/County in Financial Services.

Note: If no assignee State/County is selected payment and transactions statements may be sent/routed to the wrong address/bank account.

- **Assignee Location County** identifies the State/County legacy link where the assignee’s payment will be mailed or routed if disbursed by EFT and address where transaction statement will be mailed. If the assignee is a multi-county assignee, as indicated by the Assignee Multi-County Ind, and this field is blank, the user must delete and re-enter assignment to select an Assignee State/County in Financial Services.

Note: If no assignee State/County is selected payment and transactions statements may be sent/routed to the wrong address/bank account.

Notice FI-2997

4 Assignment Report Available in FWADM (Continued)

B Assignment by Program Report (Continued)

- **Assignee Multi-County Ind** displays a “Y” or “N” value indicating whether the assignee is linked to more than 1 State/County location in SCIMS.
 - “Y” values indicate that the assignee has more than 1 legacy link in SCIMS. See Assignee Location County and Assignee Location State for important information about multi-county assignees.
 - “N” values indicate that the assignee has only 1 legacy link in SCIMS.
- **Assignment Paid Amount** is the amount paid towards an assignment to an assignee.
- **Assignment Amount** is the original assignment entered in Financial Services when assignment was established.

C Assignee State and County Location

The Assignee’s State and County location would display if the assignment was entered after FMFI, Release 2.1 (May 2010) using the only new Financial Services functionality. At the time of payment, the mailing address for assignee will be retrieved from the current SCIMS legacy link established for the assignee location requested in Financial Services.

IF the assignee location on the report is...	AND the assignee’s legacy link is...	THEN the address used for the assignee will be...
present	established for the location indicated	the current address in SCIMS for that location.
not present	established to the same location requesting the payment	the current address for the location requesting the payment.
not present	not established to the location requesting payment	randomly selected from 1 of the locations the assignee is linked to.
present	not legacy linked to the location	missing. The payment will fail and will be on the NPS Staging Queue report until a legacy link is established.

Notice FI-2997

4 Assignment Report Available in FWADM (Continued)

D Reviewing the Assignment Report

County Offices are encouraged to run the Assignments by Program Category report for CRP annual rental and for DCP. Review assignments that will be matched in the October payment cycle. If the assignee location is blank, check SCIMS to see that a legacy link exists for the Service Center that will be issuing the payment.

If the assignee address for the payment is not the same as the current address for the payment location, search SCIMS for a legacy link that does use the needed address. Cancel existing assignment and load an assignment selecting the assignee location that has the current address needed. Use the outstanding amount of the assignment.

Example: Producer A, in County A, has an assignment to Bank X. Bank X. has branches with legacy links in County A, B, C, and D. Producer A uses the branch in County B. The assignment does not have a location selected; therefore, the payment would be made to Bank x's branch in County A.

County A must delete the assignment and reload producer A's assignment to Bank X, and select location County B. The assignment will now be honored in County A and sent to Bank X's branch in County B.

5 Customer Profile Report

A Policy About Bankruptcy Indicators

See Notice FI-2991 for information about policies and procedures for setting the bankruptcy indicator.

B Policy About Other Agency Offset

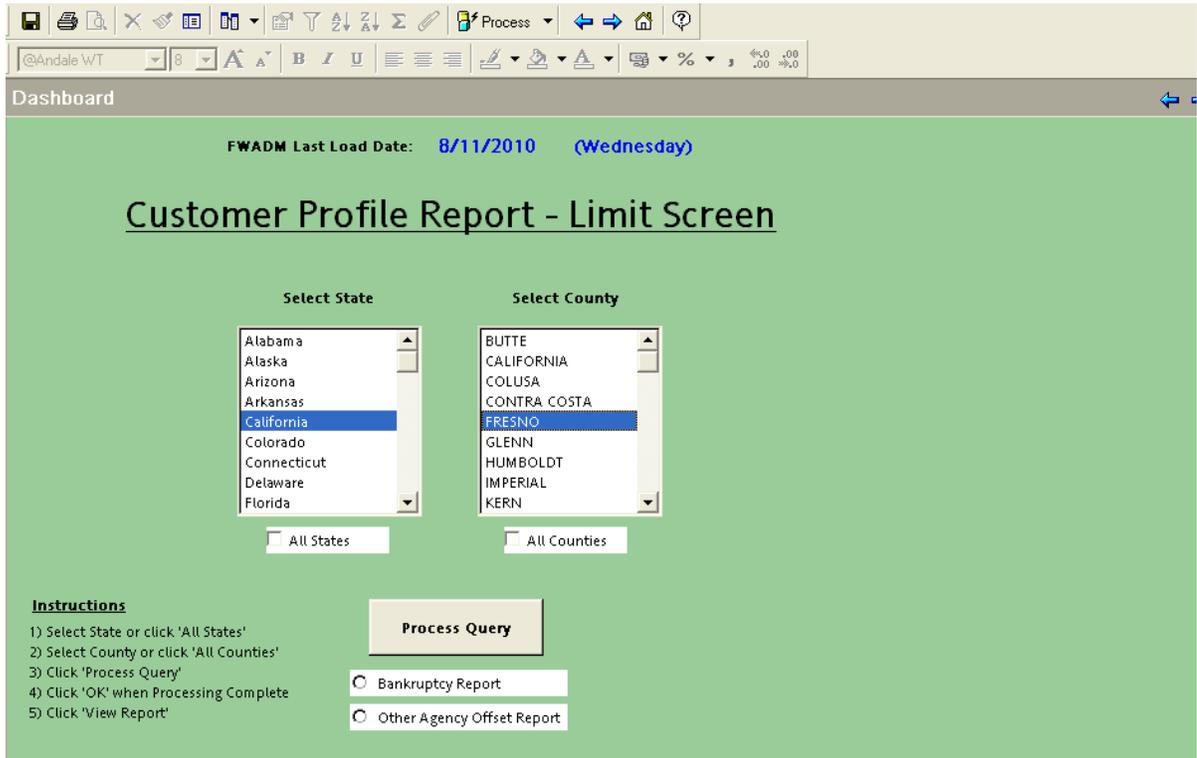
This flag will be set to "active" to ensure that farm program payments for a customer are applied to **delinquent** debt for:

- FLP
- FSFL's annual installment payments.

5 Customer Profile Report (Continued)

C Customer Profile Main Screen

The user must select the State and County on the customer profile screen. CLICK “Process Query” to continue. The following screen will be displayed after the user CLICKS “OK” to the message, “Processing Complete”.



Once the query is processed, the user may toggle between the following reports:

- The Bankruptcy Report provides County Offices the ability to see the producers who have active bankruptcy flags and provides the Trustee Name when a trustee has been entered. See Notice FI-2991 for more information on Bankruptcy Trustee. This report will allow County Offices to verify bankruptcy settings before payment runs.
- The Other Agency Offset report provides the County Office with the ability to see the producers who have active Other Agency Offset flags. This report will allow County Offices to verify all customers with Other Agency Offset flags before payment runs.

Notice FI-2997

5 Customer Profile Report (Continued)

D Bankruptcy Report

The following is an example of the Bankruptcy Report.

Financial Services Active Bankruptcy Profiles Report Date: Tuesday, September 14, 2010									
State	County	Customer Name	Tax ID	Tax ID Type	Bankruptcy Filed Date	Trustee Name	Bankruptcy Flag	Producer County Count	Multi-County Customer
06	019	Adam Smith	111111111	S	07/01/2010	Riley Parkery, ATTY	Y	1	N
		Frank Jones	222222221	E			Y	2	Y
		John Dough	333333377	S			Y	4	Y
		Robert Park	555111111	S	06/07/2010	Jane Dough, ATTY	Y	2	Y

- **State** is the State selected to review.
- **County** is the County selected to review.
- **Customer Name** is the producer’s name as it appears in SCIMS. Producers are listed in alphabetical order by first name.
- **Tax ID** is the producer’s tax identification number.
- **Tax ID Type** is the producer’s tax identification type as Social Security, or employer.
- **Bankruptcy Filed Date** is when the bankruptcy was filed with the court.
- **Trustee Name** appears if the Service Center entered a Trustee’s Name, and is the name that the Treasury check will be made out to.
- **Bankruptcy Flag** will always be “Y”, indicating that the bankruptcy is active.
- **Producer County Count** indicates the number of State/County locations the producer is linked to in SCIMS.
- **Multi-County Customer** displays a “Y” or “N” value indicating whether the producer or assignee is linked to more than 1 State/County location in SCIMS. Changes made to multi-county producer’s or assignee’s bankruptcy flag will affect all linked State/Countries for the producer or assignee.

Notice FI-2997

5 Customer Profile Report (Continued)

E Other Agency Offset Report

The following is an example of the Other Agency Offset Report.

Financial Services Active Other Agency Offset Profiles Report Date: Monday, August 30, 2010							
State	County	Customer Name	Tax ID	Tax ID Type	Other Agency Flag	Producer County Count	Multi-County Customer
05	081	ALICE JOHNSON	111111111	S	Y	1	N
		ERIC MASON	147147147	E	Y	1	N
		GERALD WATSON	258258258	S	Y	2	Y
		HARRY WESTON	369369369	S	Y	2	Y
		JONH DOUGH	789789789	S	Y	5	Y
		KELLY BRIGHT	159159159	S	Y	5	Y
		MARY JONES	357357357	S	Y	2	Y
		PAUL WILSON	753753753	S	Y	3	Y
		RHONDA DUTTON	654654654	S	Y	4	Y
		TOM JAQUES	321321321	S	Y	1	N
WILMA FREDRICH	852852852	S	Y	2	Y		

- **State** is the State selected to review.
- **County** is the County selected to review.
- **Customer Name** is the producer’s name as it appears in SCIMS. Producers are listed in alphabetical order by first name.
- **Tax ID** is the producer’s tax identification number.
- **Tax ID Type** is the producer’s tax identification type as Social Security, or employer.
- **Other Agency Flag** will always be “Y”, indicating that the Other Agency Offset flag is set to yes and therefore the customer’s payments may be manually offset in NPS.
- **Producer County Count** indicates the number of State/County locations the producer is linked to in SCIMS.
- **Multi-County Customer** – displays a “Y” or “N” value indicating whether the producer is linked to more than 1 State/County location in SCIMS. Changes made to multi-county producer’s Other Agency Offset flag will affect all linked State/Countries for the producer.

Financial Service Review List for October Payment Cycle

Question to Ask	Report or Tool	Action
Are your active producers listed with a valid Primary direct deposit account or an EFT Waiver?	Direct Deposit/ Waiver Verification Query have 3 reporting views that should include all producers and assignees for your county. Report identifies the multi-county producers and multi-county assignees.	<ul style="list-style-type: none"> • Verify SF-3881 or EFT Waiver has been updated in Financial Services for producers and assignees listed on No Direct Deposit or Waiver Report. • Review the Primary Direct Deposit for the multi-county producers or multi-county assignees. Coordinate with other effected locations before making modification. • Create Direct Deposit sub-accounts if a different bank routing/account needs to be designated to a specific state and county.
Does the Direct Deposit sub-account reference type / number and the Assignment reference type / number match exactly to the reference type / number passed on the payment request from the program application?	Active Direct Deposit Report displays the reference type and reference number for the Sub-accounts. Assignment by Program Category Report or Program Code Report displays the reference type and reference number for the assignments.	<ul style="list-style-type: none"> • The format of the reference number in Financial Services must match the format of the reference number on the payment request which would include any leading zeros or capitalization. • If payment contract is modified and the contract number changes from 135A to 135B within the program application, then a new assignment must be updated.
Are your program assignments updated for your active producers?	Assignment by Program Query which includes multiple reporting views that list all assignments for your producers in your county.	<ul style="list-style-type: none"> • Verify CCC-36's have been updated in Financial Services. • Review the assignments with multi-county assignees and determine whether the assignment needs to be updated in Financial Services with the designated assignee location to ensure proper address and banking election.
Do the multi-year assignments for CRP and TTPP categories been updated with the correct payment years?	Assignment by Program Query displays a column "Assignment Effective Year" for the CRP Annual Rental and TTPP categories.	Verify assignments to be paid in FY 2011 have been updated with the applicable assignment amount for 2011.
Are your active producers with bankruptcy listed?	Customer Profile Query provides a reporting view of the producers in bankruptcy status and trustee info.	Verify the active producers in bankruptcy have been updated in Financial Services and if necessary with the Trustee name.
Are your active producers with Other Agency Debt listed?	Customer Profile Query provides a reporting view of the producers with Other Agency Debt.	Verify the active producers with Other Agency Debt have been updated in Financial Services.
Do you have customers with assignments that are updated with a bankruptcy?	Assignment Program Report and the Customer Profile Query can be cross checked.	NPS will not apply assignments if the producer is flagged in bankruptcy status. If an assignment should be honored, delete the bankruptcy flag in Financial Services.