

**For:** State and County Offices

**NPS Primary Reference Field Range Search and Program Area Sorting**

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**Approved by:** Acting 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.

NPS has implemented new search and sort capabilities to minimize search results.

**B Purpose**

This notice provides instructions for:

- primary reference field range searching
- program area sorting.

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<b>Disposal Date</b>	<b>Distribution</b>
June 1, 2011	State Offices; State Offices relay to County Offices

## Notice FI-3010

### 1 Overview (Continued)

#### C Contact

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

<b>Issue</b>	<b>Contact</b>
Software-related problems	Contact the National Help Desk at 800-255-2434 or 816-926-1552.  <b>Note:</b> Select option 3 for hardware and application software.
NPS policies in this notice	Contact 1 of the following: <ul style="list-style-type: none"><li>• Jackie Pickens by:<ul style="list-style-type: none"><li>• e-mail at <b>jackie.pickens@wdc.usda.gov</b></li><li>• telephone at 703-305-1310</li></ul></li><li>• Nancy Chapman by:<ul style="list-style-type: none"><li>• e-mail at <b>nancy.chapman@kcc.usda.gov</b></li><li>• telephone at 816-926-6971.</li></ul></li></ul>

## Notice FI-3010

### 2 Using NPS in County Offices

#### A Login to Web Site

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 the web site from the FSA Intranet Home Page, under “Links”, CLICK “FSA Applications”. Under “Financial Services”, CLICK “Financial Applications”. The FSA Intranet Financial Applications Home Page will be displayed.

CLICK “National Payment Services”. The following screen will be displayed.



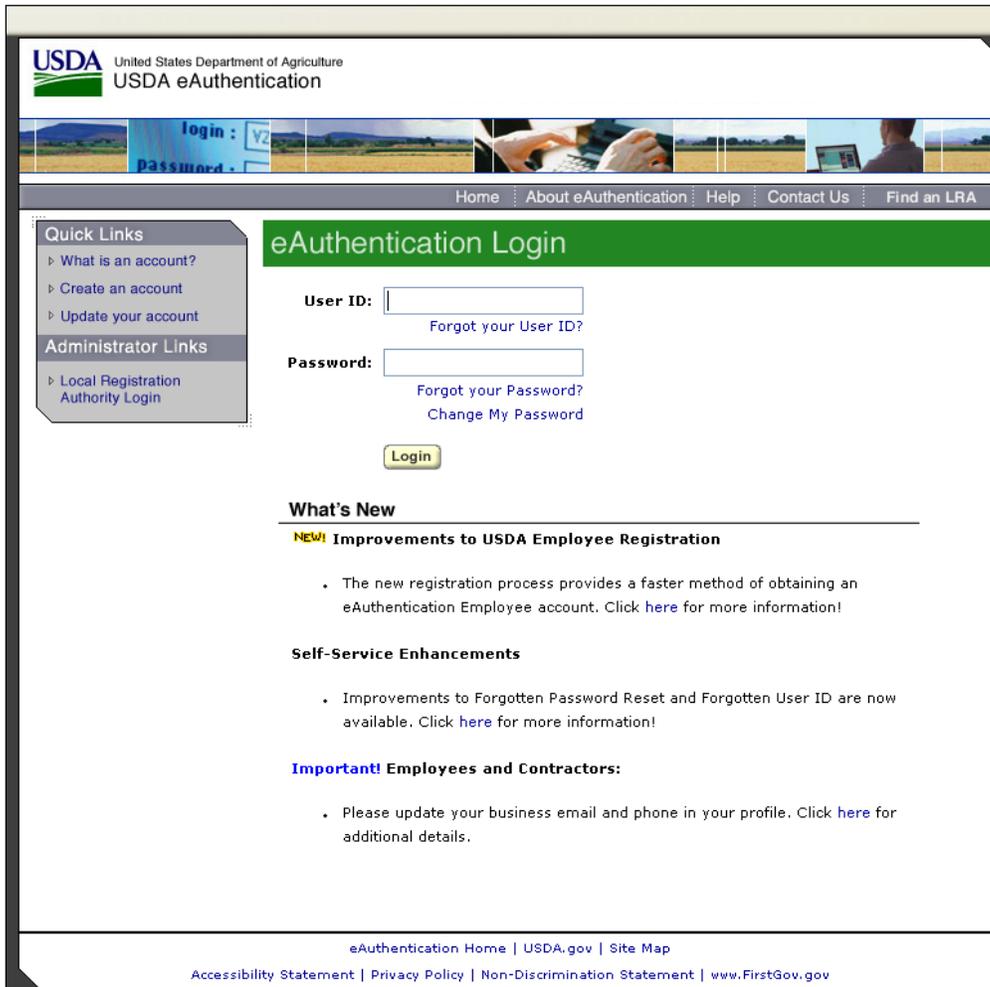
CLICK “I Agree” and the eAuthentication Login Screen will be displayed.

## Notice FI-3010

### 2 Using NPS in County Offices (Continued)

#### A Login to Web Site (Continued)

This is an example of the eAuthentication Login Screen to enter the user ID and password.



The screenshot shows the USDA eAuthentication login page. At the top left is the USDA logo and the text "United States Department of Agriculture" and "USDA eAuthentication". Below this is a navigation bar with links for "Home", "About eAuthentication", "Help", "Contact Us", and "Find an LRA". The main content area is titled "eAuthentication Login" in a green header. It features two input fields: "User ID:" and "Password:". Below the "User ID:" field is a link "Forgot your User ID?". Below the "Password:" field are links "Forgot your Password?" and "Change My Password". A "Login" button is positioned below the password field. To the left of the login form is a "Quick Links" sidebar with options: "What is an account?", "Create an account", and "Update your account". Below this is an "Administrator Links" section with "Local Registration" and "Authority Login". Underneath the login form is a "What's New" section with three bullet points: "NEW! Improvements to USDA Employee Registration", "Self-Service Enhancements", and "Important! Employees and Contractors:". The footer contains links for "eAuthentication Home", "USDA.gov", "Site Map", "Accessibility Statement", "Privacy Policy", "Non-Discrimination Statement", and "www.FirstGov.gov".

Enter a valid eAuthentication user ID and password and CLICK “Login”.

## Notice FI-3010

### 2 Using NPS in County Offices (Continued)

#### A Login to Web Site (Continued)

If a valid user ID and password are entered, the following NPS Welcome Screen will be displayed.

**USDA** United States Department of Agriculture  
**Farm Service Agency**

# National Payment Service

NPS Home About NPS Help Contact Us Exit NPS Logout of eAuth

**NPS Menu**  
Welcome John Doe  
▸ Disburse Replacement

**Payments**  
▸ Payments Search  
▸ Manual Handling Worklist  
▸ Manual Handling Search  
▸ Certification Worklist  
▸ Signing Worklist  
▸ Reset Held Payments Worklist

**Go To**  
▸ Financial Services  
▸ NRRS

**Payments** ? Help

Welcome to Payments. Use the left navigation to begin.

NPS-WEB006, Last Modified on 08/24/2010 [Back To Top ^](#)

[NPS Home](#) | [FSA Internet](#) | [FSA Intranet](#) | [USDA.gov](#)  
[Site Map](#) | [Policies and Links](#) | [FOIA](#) | [Accessibility Statement](#) | [Privacy](#) | [Non-Discrimination](#) | [Information Quality](#) | [USA.gov](#) | [White House](#)

## Notice FI-3010

### 3 Using NPS in County Offices (Continued)

#### B Program Area Sorting

When a NPS Worklist is selected, users are able to search by Program Area.

From the "Program Area" drop down menu, select the applicable program area.

The screenshot shows the 'Manual Handling WorkList Search' page. The search criteria are as follows:

- Search by County:** All required fields are denoted by an asterisk (\*).
  - \* County: Select County (dropdown)
  - \* Issue Date: From (mm/dd/yyyy) 10/06/2010 To (mm/dd/yyyy) 10/06/2010
  - Payment Status: Select Status (dropdown)
- Additional Criteria:**
  - None
  - Tax ID: [ ] SSN (S) (dropdown)
  - Program Alpha Code: [ ]
  - Program Area: Select Program Area (dropdown) **←**
  - Reference: Select Code (dropdown) [ ]

Buttons: Search, Reset, Exit

Select 1 of the following:

- **"Search"** to retrieve payment results
- **"Reset"** to clear fields
- **"Exit"** to return to NPS Welcome Screen.

## Notice FI-3010

### 3 Using NPS in County Offices (Continued)

#### B Program Area Sorting (Continued)

The Manual Handling Worklist Search Screen displays the searchable Program Areas available in NPS. Following is an example of the screen.

**Note:** See Exhibit 1 for a list of all programs available in each program area.

The screenshot shows the National Payment Service (NPS) interface. At the top, the USDA logo and "United States Department of Agriculture Farm Service Agency" are on the left, and "National Payment Service" is on the right. Below the header is a navigation bar with links: "NPS Home", "About NPS", "Help", "Contact Us", "Exit NPS", and "Logout of eAuth".

The main content area is titled "Manual Handling WorkList Search" and includes a "Help" icon. Below the title, it says "Search by County:" and "All required fields are denoted by an asterisk (\*):".

The search form contains the following fields:

- \* County: A dropdown menu with "Select County" as the current selection.
- \* Issue Date: From: A date field with "08/2010" entered.
- Payment Status: A dropdown menu with "Se" as the current selection.
- Additional Criteria: A list of checkboxes for program areas, with "AGP" checked.

The "Additional Criteria" list includes the following program areas:

- AGRICULTURAL PRODUCT PROGRAMS (AGP)
- ASSISTANCE PROGRAMS (ASP)
- COMMODITY CREDIT CORPORATION (CCC)
- CONSERVATION PROGRAMS (CON)
- DIRECT AND COUNTER CYCLICAL (DCP)
- DISASTER PROGRAMS (DIS)
- ENVIRONMENTAL PROGRAMS (ENV)
- LIVESTOCK PROGRAMS (LVS)
- MILK AND DAIRY PROGRAMS (MKD)
- OTHER PROGRAMS (000)
- PRICE SUPPORT LOAN PROGRAMS (PSL)
- STORAGE FACILITY PROGRAMS (SFP)
- TOBACCO (TOB)

At the bottom of the list is a "Select Program Area" dropdown menu.

On the left side of the screen, there is an "NPS Menu" with the following items:

- Welcome
- Disburse Replacement
- Payments
  - Payments Search
  - Manual Handling Worklist
  - Manual Handling Search
  - Certification Worklist
  - Signing Worklist
  - Reset Held Payments Worklist
- Go To
  - Financial Services
  - NRRS

# Notice FI-3010

## 3 Using NPS in County Offices (Continued)

### B Program Area Sorting (Continued)

In the following example "TOB" (Tobacco) was selected from the "Program Area" drop down menu.

**USDA** United States Department of Agriculture  
Farm Service Agency

## National Payment Service

NPS Home About NPS Help Contact Us Exit NPS Logout of eAuth

**NPS Menu**  
Welcome John Doe  
Disburse Replacement  
**Payments**  
Payments Search  
Manual Handling Worklist  
Manual Handling Search  
Certification Worklist  
Signing Worklist  
Reset Held Payments Worklist  
**Go To**  
Financial Services  
NRRS

### Manual Handling WorkList

Printer Friendly Help

Your Request: State / County = KS (20) - Sheridan (179), Issue Date = From 10/20/2004 to 10/20/2010, Program Area = TOB. Click [here](#) to change search parameters.

16 items found, displaying 1 to 10. [First/Prev] 1, 2 [Next/Last] [Refresh]

1. DEER PARK Tax ID: 111111111 S  
Program: TTPP05TOBBPRO Reference: CE - 012345678901 Amount (\$): 1.00  
Payment ID: 9791058 Issue Date: 01/25/2009 PPI Start Date: 02/04/2009  
State / County: KS (20) - Sheridan (179)  
[Prompt Pay](#) [Reset Payment Processing](#)
2. JOHN DOUGH Tax ID: 121111111 S  
Program: TTPP05TOBBPRO Reference: CE - 012345678901 Amount (\$): 1.00  
Payment ID: 9831003 Issue Date: 01/28/2009 PPI Start Date: 02/07/2009  
State / County: KS (20) - Sheridan (179)  
[Prompt Pay](#) [Reset Payment Processing](#)

### 3 Using NPS in County Offices (Continued)

#### C Primary Reference Field Range Search

When a user selects a NPS Worklist, users will be able to search by a Primary Reference Number Range.

From the "Reference" drop down menu, select the applicable reference code.

To search by a primary reference field range, select the applicable radio button:

- **"Reference Number"**, enter reference number that corresponds with the selected reference type for the customer
- **"Reference Number Range"**, enter the range of numbers that corresponds with the selected reference type.

The screenshot displays the 'Manual Handling WorkList Search' interface. On the left is a navigation menu with sections: 'NPS Menu' (Welcome John Doe, Disburse Replacement), 'Payments' (Payments Search, Manual Handling Worklist, Manual Handling Search, Certification Worklist, Signing Worklist, Reset Held Payments Worklist), and 'Go To' (Financial Services, NRRS). The main search area is titled 'Manual Handling WorkList Search' and includes a 'Help' icon. It features two search methods: 'Search by County' and 'Search by ID'. The 'Search by County' section includes a 'County' dropdown, 'Issue Date' range (From: 10/06/2010, To: 10/06/2010), 'Payment Status' dropdown, and 'Additional Criteria' with radio buttons for 'None', 'Tax ID' (with an 'SSN (S)' dropdown), 'Program Alpha Code', 'Reference' (with a 'Select Code' dropdown), 'Reference Number', and 'Reference Number Range'. A red arrow points to the 'Reference' radio button. Below these are 'Search', 'Reset', and 'Exit' buttons. The 'Search by ID' section includes a 'Payment ID' field and 'Search', 'Reset', and 'Exit' buttons.

Select 1 of the following:

- **"Search"** to retrieve payment results
- **"Reset"** to clear fields
- **"Exit"** to return to NPS Welcome Screen.

## Notice FI-3010

### 3 Using NPS in County Offices (Continued)

#### C Primary Reference Field Range Search (Continued)

In the following example, reference "LD" was selected from the "Reference Code" drop down menu. The "Reference Number Range" is "50001 -50080".

The screenshot shows the National Payment Service (NPS) web application interface. At the top, the USDA logo and "United States Department of Agriculture Farm Service Agency" are visible on the left, and "National Payment Service" is on the right. Below the header, there are navigation links: "NPS Home", "About NPS", "Help", "Contact Us", "Exit NPS", and "Logout of eAuth".

The main content area is titled "Manual Handling WorkList" and includes a "Printer Friendly" icon and a "Help" icon. The user is identified as "John Doe". The search criteria are: "Your Request: State / County = KS (20) - Sheridan (179), Issue Date = From 10/20/2004 to 10/20/2010, Reference = LD - (50001 - 50080). Click [here](#) to change search parameters." A red arrow points to the "Reference" field in the search criteria.

Below the search criteria, it states "4 items found, displaying all items. 1 [Refresh]". The first item is:

1. JANE DOE Tax ID: 123456789 S  
Program: 05ELDPEWHT Reference: LD - 50009 Amount (\$): 1.00  
Payment ID: 10557028 Issue Date: 05/15/2009 PPI Start Date: 05/25/2009  
State / County: KS (20) - Sheridan (179)  
[Foreign Person Tax Withholding](#) [Reset Payment Processing](#)

The second item is:

2. JANE DOE Tax ID: 123456789 S  
Program: 05ELDPEWHT Reference: LD - 50009 Amount (\$): 1.00  
Payment ID: 10557031 Issue Date: 05/15/2009 PPI Start Date: 05/25/2009  
State / County: KS (20) - Sheridan (179)  
[Foreign Person Tax Withholding](#) [Reset Payment Processing](#)

On the left side, there is a "NPS Menu" with the following items: "Welcome John Doe", "Disburse Replacement", "Payments" (with sub-items: "Payments Search", "Manual Handling Worklist", "Manual Handling Search", "Certification Worklist", "Signing Worklist", "Reset Held Payments Worklist"), and "Go To" (with sub-items: "Financial Services", "NRRS").

**Programs Available From the NPS Program Area Menu**

The following provides the program areas listed in the drop down menu and the programs related to each area.

<b>AGRICULTURAL PRODUCT PROGRAMS (AGP)</b>
COTTONSEED PROGRAM
COTTONSEED PAYMENT PROGRAM
HARD WHITE WHEAT PROGRAM
QUOTA BUY OUT - PEANUTS
COTTONSEED LOSS PROGRAM

<b>ASSISTANCE PROGRAMS (ASP)</b>
TREE ASSISTANCE - ORCHARD
NONINSURED ASSISTANCE PROGRAM
ASSISTANCE - TREES
LOSS ADJUSTER - NAP
LOSS ADJUSTER - CONTRACTOR
NON-INSURED ASSISTANCE PROGRAM FEE
NAP FEE
TRADE ADJUSTMENT
TREE ASSISTANCE - MICHIGAN FIREBLIGHT
NON-INSURED ASSISTANCE PROG AUTHORIZED
EWE LAMB REPLACEMENT OR RETENTION
MARKET LOSS ASSISTANCE - WOOL
MARKET LOSS ASSISTANCE - APPLES
MARKET LOSS ASSISTANCE
MARKET LOSS ASSISTANCE PAYMENTS
TREE ASSISTANCE - NEW YORK FRUIT GROWERS
TREE ASSISTANCE-CALIFORNIA CITRUS GROWER
TREE ASSISTANCE PROGRAM - ORCHARD
NAP RELIEF
CRP BIOMASS CROP ASSISTANCE PROGRAM
BIOMASS CROP ASSISTANCE-TECHNICAL ASSIST
MARKET LOSS ASSIST REDUCT - WHEAT

**Programs Available From the NPS Program Area Menu (Continued)**

<b>COMMODITY CREDIT CORPORATION (CCC)</b>
ENVIRONMENTAL REVIEW ASSESSMENT TRAIN
HISTORIC PRESERVATION COMPLIANCE
CCC SALE
NEPA - CULTURAL RESOURCE COMPLIANCE

<b>CONSERVATION PROGRAM (CON)</b>
CONSERVATION - AGRICULTURAL
GRASSLANDS RESERVE PROGRAM
GRASSLANDS RESERVE SPECIAL FUNDING
CRP PAYMENT - ANNUAL
CRP - CANCEL
INCENTIVE PAYMENTS - RIPARIAN BUFFER
LONG TERM AGREEMENT
CRP PAYMENT - COST SHARE, AUTO
CRP INCENTIVE - WETLAND RESTORATION
CRP - PRACTICE INCENTIVE
CRP - SIGNING INCENTIVE
CONSERVATION - EMERGENCY
EMERGENCY CONSERV - SOUTHERN CALIFORNIA
EMERGENCY CONSERVATION - FLOOD
EMERG CONSV SUPPL - MIDWST FLOOD, CST SH
EMERGENCY CONSERVATION - TORNADO, AUTO
EMERGENCY CONSERVATION - DROUGHT, AUTO
EMERG CONSV SUP - MAPLE PRODUCERS, AUTO
EMERG CONSV - CIERRA GRANDE FIRES
EMERGENCY CONSERVATION - TECH SERVICES
EMERG CONSERVATION - HURRICANE, AUTO
EMERG CONSV SUPPL - HURRICANE
HAY GRAZING, MANAGED
CRP - REDUCTION
INCENTIVE PAYMENTS - RIPARIAN BUFFER
CRP PAYMENT - COST SHARE, AUTO
EMERG CONSV - HURRICANE GULF OF MEXICO
EMERG CONSV - GULF OF MEXICO POULTRY
CRP - TECHNICAL ASSISTANCE, PRIVATE
CRP - EMERGENCY FORESTRY ANNUAL RENTAL
CRP - EMERGENCY FORESTRY COST SHARE
CRP - EMERGENCY FORESTRY TECHNICAL ASSIST

**Programs Available From the NPS Program Area Menu (Continued)**

<b>CONSERVATION PROGRAM (CON) (Continued)</b>
ECP TECH ASSIST - SOUTHERN CALIFORNIA
ECP - ADJUSTED GROSS INCOME
ECP TECHNICAL ASSISTANCE - AGI
CONTRACT OVERSIGHT TRAIN - CRP TECH ASSIST
MONITOR,ASSESS,EVALUATE - CRP TECH ASSIST
EMERGENCY CONSERVATION - KANSAS TORNADOS
CRP - EMERGENCY FORESTRY ANNUAL RENTAL
CONSERVATION RESERVE - CRITICAL USE
CONTRACT OVERSIGHT TRAIN - CRP TECH ASSIST

<b>DIRECT AND COUNTER CYCLICAL (DCP)</b>
DIRECT PAYMENT
COUNTER CYCLICAL PAYMENT
DIR/CNTR CYCL VIOLATION
LATE FILING FEE - DIRECT/COUNTER CYCLICAL
OVERPAYMENT - DIRECT/CNTR CYCL
DCP - DIRECT
DCP - COUNTER CYCLICAL
AVERAGE CROP REVENUE ELECTION - DIRECT

Programs Available From the NPS Program Area Menu (Continued)

<b>DISASTER PROGRAMS (DIS)</b>
DISASTER PAYMENT
CROP DISASTER PROGRAM
FRESH MARKET PEACHES
FLORIDA NURSERY PROGRAM
CITRUS LOSSES - CALIFORNIA
QUALITY LOSS
QUALITY LOSS PROGRAM
SUGAR BEET DISASTER PROGRAM
PROGRAM DISASTER
CERTIFICATE DISASTER
CITRUS DISASTER - FLORIDA
NURSERY DISASTER - FLORIDA
VEGETABLE DISASTER - FLORIDA
CROP DISASTER PROGRAM - VIRGINIA
CROP & OTHER DISASTER LOSSES - FLORIDA
LIVESTOCK INDEMNITY PROGRAM - HURRICANE
HURRICANE INDEMNITY PROGRAM
TREE INDEMNITY PROGRAM - HURRICANE
FEED INDEMNITY PROGRAM - HURRICANE
SPECIALTY CROP HURRICANE DISASTER-CITRUS
LOUISIANA SUGARCANE DISASTER - HURRICANE
SPECIALTY CROP HURRICANE DIS - FRUIT/VEG
SPECIALTY CROP HURRICANE DIS - NURSERY
SPECIALTY CROP HURRICANE DIS -TROP FRUIT
CAT RELIEF
LIVESTOCK INDEMNITY - TRUST FUND
HURRICANE INDEMNITY PROGRAM, AUTHORIZED
LIQUIDATED DAMAGES
LIVESTOCK FORAGE DISASTER PROGRAM
CROP DISASTER ASSISTANCE PROG AUTHORIZED
SUPPLEMENTAL REVENUE ASSISTANCE PROGRAM
TREE ASSISTANCE PROGRAM
TREE ASSISTANCE PROGRAM - RECOVERY ACT
EMERG ASSIST LIVESTOCK BEES FISH (ELAP)

**Programs Available From the NPS Program Area Menu (Continued)**

<b>ENVIRONMENTAL PROGRAMS (ENV)</b>
QUALITY INCENTIVE - LONG TERM, INTERIM
QUAL INCENTIVE - LONG TERM, INT, AUTO
HAZARDOUS WASTE
HAZARDOUS WASTE COSTS
HAZARDOUS WASTE TREATMENT SYSTEMS
NON-SECTION 11 HAZARDOUS WASTE COSTS

<b>LIVESTOCK PROGRAMS (LVS)</b>
LIVESTOCK INDEMNITY PROGRAM
LIVESTOCK COMPENSATION PROGRAM AUTHORIZE
LIVESTOCK ASSISTANCE PROGRAM
FEED PROGRAM - AMERICAN INDIAN
LIVESTOCK COMPENSATION
LIVESTOCK COMPENSATION PROG - HURRICANE
LIVESTOCK COMPENSATION - PHASE 2
LIVESTOCK COMPENSATION PROGRAM
LIVESTOCK INDEMNITY PART II - HURRICANE

<b>MILK AND DAIRY PROGRAMS (MKD)</b>
URGENT MILK
REFUND PAYMENT - DAIRY
INDEMNITY PAYMENT - DAIRY
INCOME LOSS - MILK
INCOME LOSS TRANSITION - MILK
INCOME LOSS - MILK, PART 2
DAIRY DISASTER ASSISTANCE
DAIRY ECONOMIC LOSS ASSISTANCE PROGRAM

<b>PRICE SUPPORT LOAN PROGRAMS (PSL)</b>
INTEREST ON STORAGE
LOAN
ADD'L LOAN INTEREST
LOAN CORRECTION
LOAN TRANSFER
LOAN CERTIFICATE
LOAN AMT DUE
LOAN INT'RST - HIGH MOISTURE GRAIN STRCT
LOAN DEFICIENCY
LOAN OVERDISBURSEMENT

**Programs Available From the NPS Program Area Menu (Continued)**

<b>PRICE SUPPORT LOAN PROGRAMS (PSL) (Continued)</b>
INELIGIBLE - LDP
LDP, NON-CONTRACT FARM
GRAZE-OUT
LOAN IN CHARGES
LOCAL SALE - WHEAT
WHSE STORED LOAN INCREASE
LIQUIDATED DAMAGES
LIQUIDATED DMGS, PS
FEE, MULTIPLE - RECORDING
LAB FEES, GRADING SAMPLES
INTEREST - COTTON, SPECIAL LOAN
PEANUT LOAN ADVANCE
PEANUT MARKETING ASSOCIATION INTEREST
FILING/RECORDING FEES
ACREAGE GRAZING PAYMENTS

<b>STORAGE FACILITY PROGRAMS (SFP)</b>
FACILITY LOAN - FARM STORAGE
FACILITY LOAN FORECLOSED LOAN - FARM STGE
FARM STORAGE FACILITY LOAN ADMIN EXP
FACILITY LOAN RECOVERABLE COSTS - FARM STG
FACILITY LOAN REC'DNG FEE - FARM STORAGE
FARM STORAGE FACILITY APPLICATION FEE
BANKRUPT - FSFL
FACILITY LOAN GAIN DUE BORROWER - FARM STG

<b>TOBACCO (TOB)</b>
TOBACCO TRANSITION PYMT
TTP - SUCCESSOR IN INTEREST FEE
TOBACCO TRANSITION PAYMENT - CONTRACT PYMT

**Note:** Search for programs not in this list by selecting "Other Programs" (000) from the drop-down menu.