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

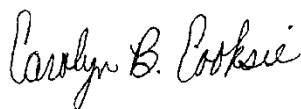**For:** FSA State and County Offices Employees

NPS Display Updates

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.

NPS has been modified to display additional information to help minimize delays with the certification and signing of payment requests.

B   Purpose

This notice provides instructions for displaying the:

- prompt payment interest (PPI) Start Date
- Payment Details Screen for signing officials
- secondary reference field and number.

Disposal Date	Distribution
June 1, 2012	All FSA State and County Office Employees; State Offices relay to County Offices

1   Overview (Continued)

C   Contact

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

Issue	Contact
Software-related problems.	Report the issue in Remedy Self Service or notify the local ITS Technical Services Division representative.

Questions about policies or procedures.	Contact either of the following:
	
	• Jackie Pickens by:
	
	  • e-mail at **jackie.pickens@wdc.usda.gov**
	  • telephone at 703-305-1310
	
	• Nancy Chapman by:
	
	  • e-mail at **nancy.chapman@kcc.usda.gov**
	  • telephone at 816-926-6971.

2   PPI Start Date Field

A   Display of PPI Start Date

NPS screens displaying the PPI start date have been modified to only display the "PPI Start Date" field when programs passed to NPS from the program application are eligible for prompt payment.

The following Payment Certification Approval Screen displays a payment eligible for prompt payment.

2   PPI Start Date Field (Continued)

B   Not Displaying PPI Start Date

The following Payment Certification Approval Screen displays a payment that is **not** eligible for prompt payment. The "PPI Start Date" field has been removed from the screen.

Note: "The PPI Start Date" field will also be removed from the Financial Web Application Data Mart reports if PPI is not applicable to program.

3 Signing Worklist

A Signing Detail View Option

NPS has been modified to include a detailed view of payments listed in the Signing Worklist. The signing detail view option gives the signer an option to view payment information before taking signing action.

B Payment Signing Worklist

On the Payment Signing Worklist Screen CLICK "Detail" to view payments listed.

3   Signing Worklist (Continued)

C   Payment Details

Payment information will be displayed on the following Payment Details Screen. Once signer has viewed the payment information, CLICK "Exit" to return to the Payment Signing Worklist Screen and take the applicable signing action.

Note: Changes are not allowed on this detail screen. All actions taken on the payment must be done on the Payment Signing Worklist Screen.

4   Second Reference Field

A   Payments Containing Second Reference Fields

Any program application that passes a second reference field will be displayed in NPS.

Example: Web Based Supply Chain Management (WBSCM) contract payments are made at an invoice level with multiple invoices associated with "1" Purchase Order. When WBSCM payments are sent to NPS, the Primary Reference Code and Number displayed in the NPS application relates to the WBSCM Purchase Order number.

NPS has been modified to display a second reference code and number to ensure that the Correct Payment requests are selected for certification and signing. If a second reference is applicable to the payment request, it will be displayed on the Manual Handling Worklist, Payment Certification Approval, and Payment Signing Worklist Screens. If the second reference field is not applicable, the second reference field and number will not be displayed.

Note: User **cannot** "Sort" by the Secondary Reference field.

B   Manual Handling Worklist Screen

The following is an example of the Manual Handling WorkList Screen. The results displayed are examples of WBSCM payments with a secondary reference field.