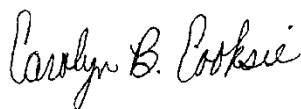


For: FSA State and County Offices Employees

NPS Display Updates

Approved by: Associate Administrator for Operations and Management



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

Notice FI-3042

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.	<p>Contact either of the following:</p> <ul style="list-style-type: none">• Jackie Pickens by:<ul style="list-style-type: none">• e-mail at jackie.pickens@wdc.usda.gov• telephone at 703-305-1310• Nancy Chapman by:<ul style="list-style-type: none">• 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.

NPS Home [About NPS](#) [Help](#) [Contact Us](#) [Exit NPS](#) [Logout of eAuth](#)

NPS Menu
 Welcome Deer Park
 ▶ Disburse Replacement
Payments
 ▶ Payments Search
 ▶ Manual Handling Worklist
 ▶ Manual Handling Search
 ▶ Certification Worklist
 ▶ Signing Worklist
 ▶ Reset Held Payments Worklist
Go To
 ▶ Financial Services
 ▶ NRRS

Payment Certification Approval [Printer Friendly](#) [Help](#)

Jane Doe Tax ID: 222221133 S
 Payment ID: 8601032 State / County: TX (48) - REEVES (389)
 Program: 10CRPRBI Issue Date: 07/23/2010 **PPI Start Date: 08/22/2010**
 Primary Reference: CT - 7777777

Transaction Summary:

	Amount (\$)
Original Payment	150.00
Assignments	
1. Bob Farmer 111111111 S	(-) 150.00
Disbursement Payee Information	
Jane Doe	0.00

Action :
☒ Defer
☐ Approve
☐ Reset Payment Processing
☐ Hold for Cancel by Program

[Submit](#) [Submit and Continue](#) [Exit](#)

NPS-WEB019 [Back To Top ^](#)

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.

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

NPS Menu

Welcome Carol Salinas

Disburse Replacement

Payments

Payments Search

Manual Handling Worklist

Manual Handling Search

Certification Worklist

Signing Worklist

Reset Held Payments Worklist

Go To

Financial Services

NRRS

Payment Certification Approval

Jane Doe Tax ID: 222221133 S

Payment ID: 8446001 State / County: TX (48) - REEVES (389)

Program: 10FSFLRF Issue Date: 05/26/2011

Primary Reference: LN - 98767

Transaction Summary:

	Amount (\$)
Original Payment	100.00
<hr/>	
Disbursement Payee Information	
Jane Doe	100.00

Action :

☒ Defer

☐ Approve

☐ Reset Payment Processing

☐ Hold for Cancel by Program

Submit Submit and Continue Exit

NPS-WEB019 [Back To Top ^](#)

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.

USDA United States Department of Agriculture
Farm Service Agency

National Payment Service

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

Payment Signing WorkList

Printer Friendly Help

Your Request: State / County = TX (48) - REEVES (389), Tax ID = 222221133 S. Click [here](#) to change search parameters.

1. Jane Doe Tax ID: 222221133 S [Detail](#)
 Payment ID: 8601030 Amount (\$): 100.00 State / County: TX (48) - REEVES (389)
 Program: 10CRPRBI Issue Date: 07/23/2010 PPI Start Date: 08/22/2010
 Primary Reference: CT - 55555
 Certified By: TR055187 - 07/23/2010
☒ Receivables: (N) Other Agency Offset: (N) Alternate Payee: (N)
☐ Approve
☐ Dispute
☒ Defer

Submit Signed Payments Back

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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.

USDA United States Department of Agriculture
Farm Service Agency

National Payment Service

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▸ Manual Handling Search
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▸ Reset Held Payments Worklist

Go To
▸ Financial Services
▸ NRRS

Payment Details

Printer Friendly ? Help

Jane Doe : Tax ID: 222221133 S
 Payment ID: 8601030 Amount (\$): 100.00 State / County: TX (48) - REEVES (389)
 Program: 10CRPRBI Issue Date: 07/23/2010 PPI Start Date: 08/22/2010
 Primary Reference: CT - 55555
 Payment Status: Signing Approval Certified By: TR055187 - 07/23/2010

Transaction Summary:

	Amount (\$)
Original Payment	100.00

Disbursement Payee Information

Jane Doe	100.00
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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.

USDA United States Department of Agriculture
Farm Service Agency

National Payment Service

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NPS Menu
Welcome Robin Crouthamel

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Go To
 ▶ Financial Services
 ▶ NRIS

Manual Handling WorkList

Printer Friendly ? Help

Your Request: State / County = KCCO-DMD (90) - WEB BASED SUPPLY CHAIN MGMT (009).
Click [here](#) to change search parameters.

2 items found, displaying all items. 1 [\[Refresh\]](#)

- Doe, John** Tax ID: 777777777 E
Payment ID: 10696785 Amount (\$): 51.69 State / County: KCCO-DMD (90) - WEB BASED SUPPLY CHAIN MGMT (009)
 Program: 10S4AF Issue Date: 10/04/2010 PPI Start Date: 10/04/2010
Primary Reference: PO - 4100001105 Secondary Reference: IN - 7100000912
[Prompt Pay](#) [Reset Payment Processing](#)
- Doe, John** Tax ID: 777777777 E
Payment ID: 10696812 Amount (\$): 69,877.00 State / County: KCCO-DMD (90) - WEB BASED SUPPLY CHAIN MGMT (009)
 Program: 11T2480CMEL Issue Date: 04/25/2011 PPI Start Date: 04/25/2011
Primary Reference: PO - 4200001522 Secondary Reference: IN - 7190000057
[Prompt Pay](#) [Reset Payment Processing](#)

2 items found, displaying all items. 1 [\[Refresh\]](#)

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