

For: FSA State and County Office Employees

Procedures for Canceling Payment Requests

Approved by: Acting Associate Administrator for Operations and Management



1 Overview

A Background

Researching and tracking payment information processed by NPS has become easier with the development of payment reports using Financial Web Application Data Mart (FWADM). One of the FWADM reports, the Unsigned Payment Report, should be used to review and work any payments that are in an unsigned status. By using this report, Field Offices can identify payment requests that should be removed from NPS. The Field Office must cancel the payment request using the originating program application, which will send a cancellation request to NPS so that NPS can mark the payment as “Canceled Unsigned”. However, because of inconsistencies between the program applications and NPS or sometimes the unavailability of program software, Field Offices are unable to create the cancellation request.

Prompt payment interest (PPI) is systematically calculated in NPS when the PPI due date is passed to NPS with the payment request. Not all program applications residing on System 36 have the ability to pass the PPI due date, and some web-based applications are not passing the correct PPI due date. If PPI is required, payment information is entered on the System 36 Checkwriting Application using program codes INTPEN and ADDINTPEN, but the system does not have the capability to cancel these payments.

B Purpose

This notice provides instructions for accessing the Unsigned Payment Report in FWADM, and for canceling the following:

- INTPEN and ADDINTPEN payments
- payments initiated:
 - by a web-based program application
 - by a program application residing on System 36
 - through the Online Payment System (OLP) application.

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Notice FI-3048

1 Overview (Continued)

C Contact

If there are questions about this notice, State Offices 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: <ul style="list-style-type: none"><li data-bbox="683 625 1472 772">• Jackie Pickens by:<ul style="list-style-type: none"><li data-bbox="727 699 1472 730">• e-mail at jackie.pickens@wdc.usda.gov<li data-bbox="727 737 1472 768">• telephone at 703-305-1310<li data-bbox="683 814 1472 961">• Nancy Chapman by:<ul style="list-style-type: none"><li data-bbox="727 888 1472 919">• e-mail at nancy.chapman@kcc.usda.gov<li data-bbox="727 926 1472 957">• telephone at 816-926-6971.

2 Accessing FWADM

A Logging In

User shall run the Unsigned Payment Report using FWADM. Access FWADM according to the following table.

Step	Action
1	Access the FSA Intranet Home Page at http://intranet.fsa.usda.gov/fsa/ .
2	Under Resources, CLICK “FSA Applications”.
3	Under Common Applications, CLICK “FSA Data Marts”.

Note: The following FWDAM screens may appear differently for each user depending on the user’s security profile.

2 Accessing FWADM (Continued)

A Logging In (Continued)

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

On the eAuthentication:

- Warning Page, CLICK “Continue”
- Login Screen, enter the valid eAuthentication user ID and password or LincPass.

2 Accessing FWADM Reports (Continued)

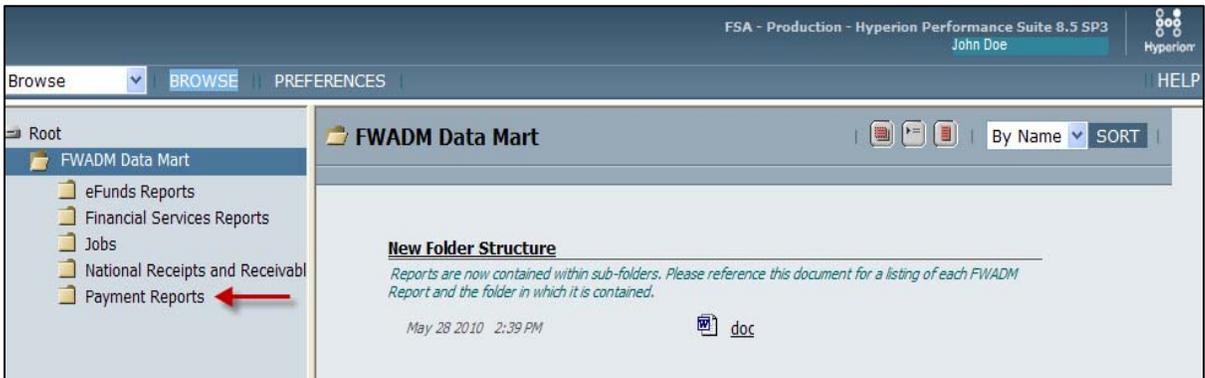
A Logging In (Continued)

On the Hyperion Data Mart Root Folder Listing Screen, under “Root”, CLICK “FWADM Data Mart”.



B Viewing Payment FWADM Reports

The following is an example of the FWADM Data Mart Screen. CLICK “Payment Reports”, listed under the folder FWADM Data Mart, for a list of all reports for payments.



Notice FI-3048

2 Accessing FWADM Reports (Continued)

B Viewing Payment FWADM Reports (Continued)

The following is an example of the list of Payment Reports. Click on the “bqy” icon under “Unsigned Payments” to access report.

The screenshot displays a web application interface for "Payment Reports". On the left is a navigation pane with a tree structure: "Root" > "FWADM Data Mart" > "Payment Reports". The main content area is titled "Payment Reports" and includes a toolbar with "By Name" and "SORT" options. The interface lists 15 reports, each with a title, a brief description, a date and time, and a "bqy" icon. The reports are: "Cancel Sub", "Cancel Sub Status", "Disbursement by Joint Payment", "Foreign Person Tax Withholding", "NPS ACH and Check Volume", "NPS Payment Queue Detail", "Online Payments Activity", "Other Agency Offset", "Payment & Disbursement by Tax ID", "Payment & Disbursement Data by Assignee", "Program Code Activity", "Prompt Pay", "Signed Payment", and "Unsigned Payment". A red arrow points to the "bqy" icon for the "Unsigned Payment" report, which is the last item in the list.

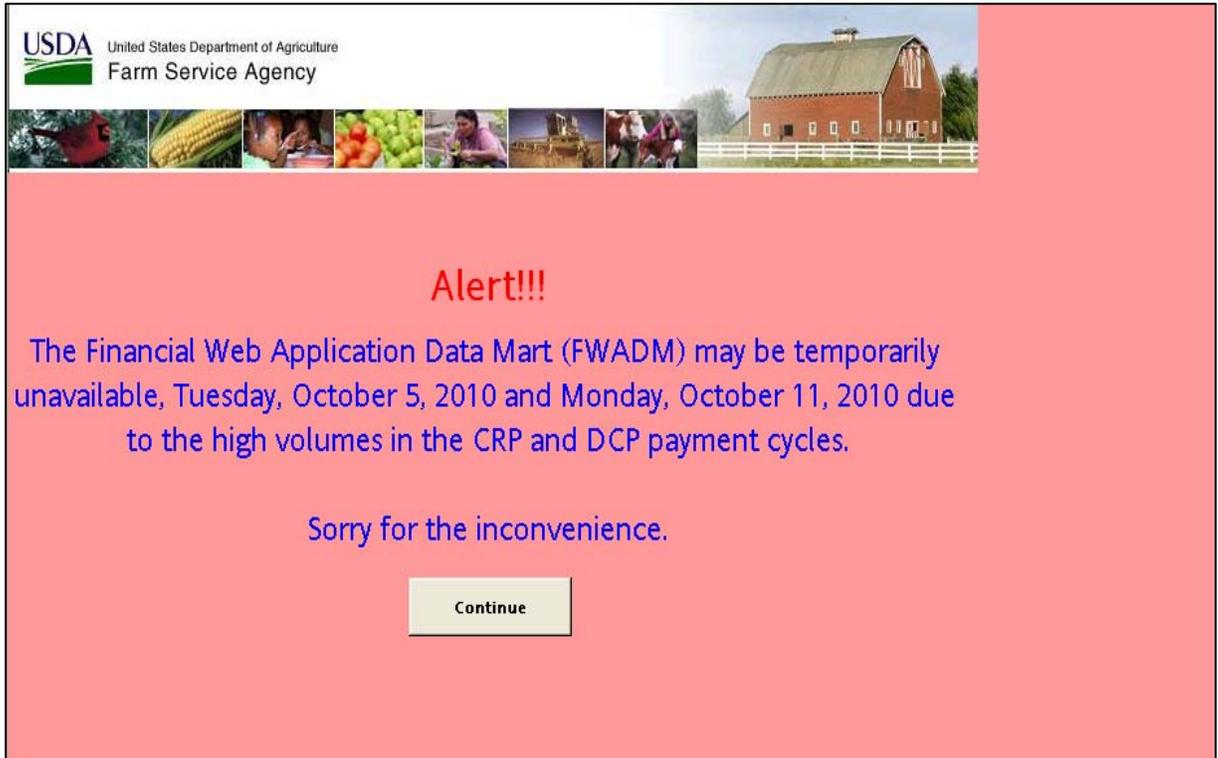
Report Title	Description	Date/Time	Icon
Cancel Sub	Report provides detailed information regarding replacement checks and ACH payments made for disbursements issued prior to centralization.	Oct 1 2010 3:31 PM	bqy
Cancel Sub Status	Report provides information on replacement check and ACH payments for a given status code. Replacements are for disbursements made prior to centralization.	Oct 6 2010 11:21 AM	bqy
Disbursement by Joint Payment	Displays disbursement information of the Joint Payees for the requested Producer's Tax ID.	Oct 6 2010 12:05 PM	bqy
Foreign Person Tax Withholding	Report displays the dollar amount of foreign person taxes that were withheld for a given time period or from a particular producer.	Oct 6 2010 1:36 PM	bqy
NPS ACH and Check Volume	Compares ACH and check volumes by program for a selected date range.	Oct 6 2010 2:05 PM	bqy
NPS Payment Queue Detail	Provides the ability to search for payments by State and County that have been submitted by a program application but not accepted by NPS.	Oct 6 2010 2:15 PM	bqy
Online Payments Activity	Provides OLP Payment information for a given date range for signed and cancelled payments.	Oct 6 2010 2:28 PM	bqy
Other Agency Offset	Report displays disbursement information for payments issued using the Other Agency Offset for a given time period.	Oct 6 2010 2:34 PM	bqy
Payment & Disbursement by Tax ID	Provides the ability to search by a producer's TIN/TIN Type which displays; payment, prompt payment, foreign withholding, offset and disbursement amounts by payee type (producer, receivable, Other Agency Offsets, assignee, joint payee).	Oct 6 2010 1:31 PM	bqy
Payment & Disbursement Data by Assignee	Provides the ability to search by the assignee tax ID which displays disbursement information for assignment (s) by program(s), tax ID/tax ID type or date(s).	Oct 6 2010 12:01 PM	bqy
Program Code Activity	This report displays payments and disbursements within a date range.	Oct 6 2010 2:37 PM	bqy
Prompt Pay	This report displays prompt pay interest paid for a given date range.	Oct 6 2010 2:45 PM	bqy
Signed Payment	Displays Payment information by program(s) or date(s) that have been signed in NPS.	Oct 6 2010 2:52 PM	bqy
Unsigned Payment	Displays Payment request information that has not been completed (signed) in NPS by program(s) or date(s).	Oct 6 2010 2:56 PM	bqy

Notice FI-3048

2 Accessing FWADM Reports (Continued)

C FWADM Messages

If FWADM has any alerts or messages, a screen will be displayed explaining the alert or message. The following screen displays an “Alert” message.



CLICK “Continue”.

Notice FI-3048

2 Accessing FWADM Reports (Continued)

C FWADM Messages (Continued)

The following screen will be displayed stating FWADM's hours of operation.



CLICK "Continue to Logon Screen".

Notice FI-3048

2 Accessing FWADM Reports (Continued)

D Logon Screen

On the Signed Payment Report - Logon Screen, users shall enter the “ca” user ID and password. CLICK “Logon”.



The screenshot shows the logon interface for the USDA Farm Service Agency. At the top left is the USDA logo and the text "United States Department of Agriculture Farm Service Agency". Below this is a horizontal strip of agricultural images including a cardinal, corn, people, and a barn. The main heading is "Signed Payment Report - Logon Screen". There are two input fields: "Enter User ID:" with the value "ca1234" and "Enter Password:" with a masked value "*****". A "Logon" button is to the right. Below the fields are two lines of instructions: "*ca ID's are all lowercase letters" and "*passwords are formatted Abc##1234 (initials, ##, last 4 of SSN)". At the bottom, a warning states "This report contains Personally Identifiable Information (PII). Please handle accordingly."

Note: The password format is the users 3 initials followed by “##” and the last 4 numbers of the user’s SSN. The first letter must be capitalized.

3 Unsigned Payment Report

A Unsigned Payment Report - Limit Screen

In the following example, the Unsigned Payment Report - Limit Screen will be used to access reports. This example is based on a user with global access, which is why all States are available from the Select State drop-down menu. An individual County Office user would only see their single State and county and a State user would see all counties applicable to their State based on their “ca” user ID and password.

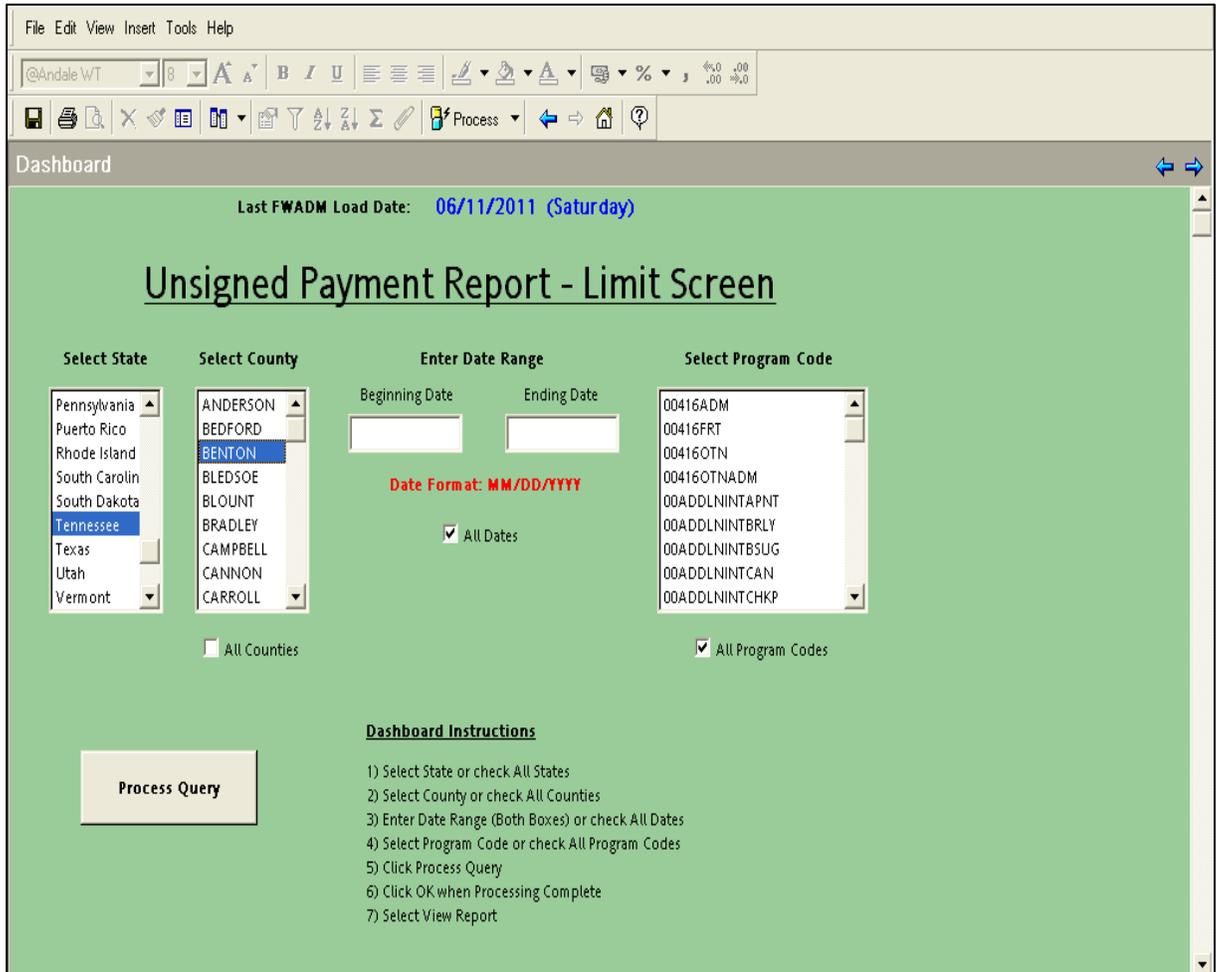
Example: Select:

- State
 - county(s)
 - enter the data range that is formatted (MM/DD/YYYY) and:
 - check the box labeled “All Dates” to pull all unsigned payments
 - populate the “Beginning Date” and “Ending Date” to pull payments submitted to NPS during a particular date range
 - program code:
 - a sequential series of program codes may be selected by clicking on the first code then holding the shift key and clicking on the last program code of the series
 - multiple nonsequential program codes may be selected by holding the control key and clicking on the program code
- Note:** Selected program codes would then be highlighted.
- all program codes may be selected by checking “All Program Codes”.

3 Unsigned Payment Report (Continued)

A Unsigned Payment Report - Limit Screen (Continued)

The following report is also known as a “dashboard”, which contains a series of drop-down options to minimize search results.



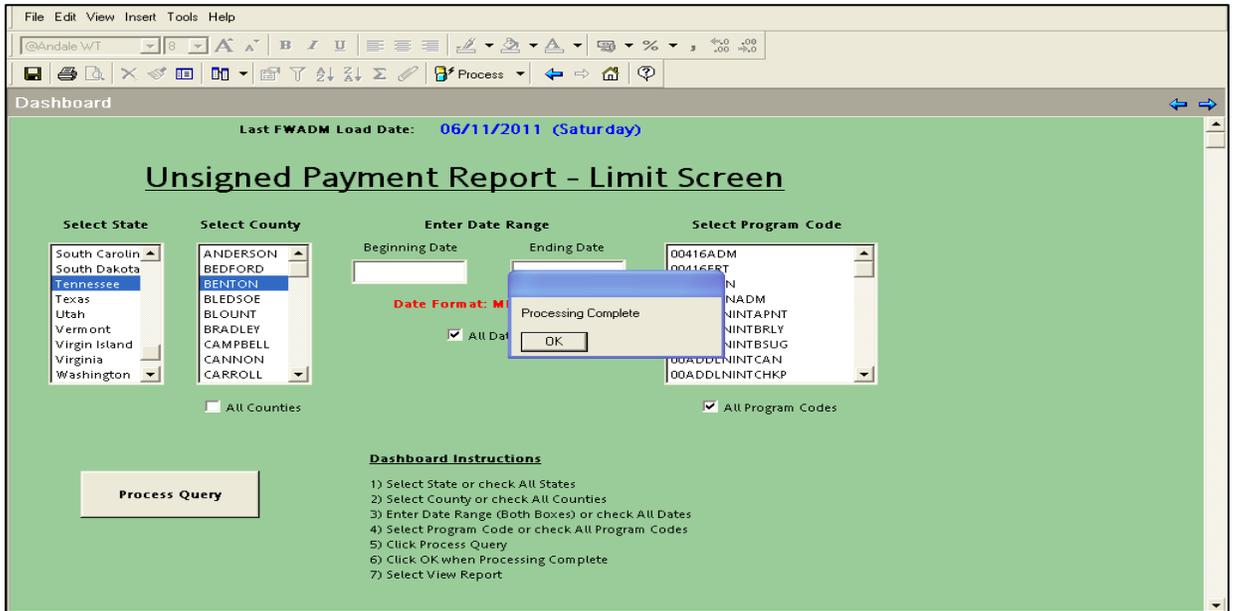
CLICK “Process Query”.

3 Unsigned Payment Report (Continued)

A Unsigned Payment Report - Limit Screen (Continued)

The Unsigned Payment Report - Limit Screen will also display the date reports were last updated. FWADM reports are 1 day behind (excluding holidays and weekends).

Example: If a payment was signed in NPS on Wednesday, October 12, 2010, before 3 p.m. CST, FWADM will not reflect this payment until Thursday, October 13, 2010.



Once the query process has been completed and user clicks “Process Query”, the following screen will be displayed with a list of processed reports. CLICK “OK”.

3 Unsigned Payment Report (Continued)

A Unsigned Payment Report - Limit Screen (Continued)

From the list of processed reports, click the “View Greater than 30 Day Aged Report” option to view the results.

The screenshot displays a software interface titled "Unsigned Payment Report - Limit Screen". At the top, it shows the "Last FWADM Load Date: 06/11/2011 (Saturday)". The interface is divided into several sections:

- Select State:** A dropdown menu with "Tennessee" selected.
- Select County:** A dropdown menu with "BENTON" selected.
- Enter Date Range:** Two input boxes for "Beginning Date" and "Ending Date", with a "Date Format: MM/DD/YYYY" label and a checked "All Dates" checkbox.
- Select Program Code:** A dropdown menu with "All Program Codes" checked.

Below these filters is a "Process Query" button. To the right, under "Dashboard Instructions", there is a numbered list of steps. At the bottom, there is a list of report options with radio buttons:

- View Detail Report by Program
- View Detail Report by Producer
- View Summary Aged Report
- View 0-30 Day Aged Report
- View Greater than 30 Day Aged Report
- View Prior Fiscal Year Report

A red arrow points to the "View Greater than 30 Day Aged Report" option.

Notice FI-3048

3 Unsigned Payment Report (Continued)

B Unsigned Payment Screen Example

Following is an example of the Unsigned Payment Pivot Report. Click the “Print Preview” icon for user friendly view and printing. User may click the “Print” icon to print the report.

To return to the dashboard, click the back arrow button on the right.

State	County	Unsigned Aging Category	Payment Submission Date	Interest Start Date	Alpha Program Code	Payable Status	Payable Number	Customer Name	Tax Identification	Tax ID Type	Payment Amount
47	015	Over 30 Days	10/18/05	11/02/05	05ELDPECORN	HP	915948				\$220.60
				08/03/09	09/30/09	09MILCII	HP	915949			\$661.81
								9264458			\$189.25
County Total - Unsigned											\$1,071.66

Side Labels: State • County • Unsigned Aging Category • Payment Submission Date • Interest Start Date • Alpha Program Code • Payable Status • Payable Number • Customer Name • Tax Identification • Tax ID Type

Top Labels: Drag columns here to create top labels

Facts: Payment Amount

3 rows used 1x4

Notice FI-3048

3 Unsigned Payment (Continued)

C Unsigned Payment Report Field Descriptions

The following table provides fields and descriptions for the Unsigned Payment Report, Greater than 30 Day Aged Report. Additional fields found in other reports, such as the Summary Aged Report, are listed at the bottom of this table.

Field	Description
State	State requested by the selection criteria.
County	County where program payment originated.
Unsigned Aging Category	Displays reports of payments unsigned for 0-30 days or over 30 days.
Payable Submission Date	Date the program payment request was submitted to NPS.
Interest Start Date	Date PPI will start accruing.
Alpha Program Code	Displays the program code associated with the program payment.
Payable Status	<p>The payable status defines the status associated with unsigned payments as follows:</p> <ul style="list-style-type: none"> • AP – On manual handling list for Alternate Payee • C1 – Awaiting Certification • C2 – Awaiting Signing • FP – On manual handling list for Foreign Person Tax Withholding • HP – Hold for Cancel by Program • OA – On manual handling list for Other Agency Offset • PF – On manual handling list for Prompt Pay Failed (payment is signed but awaiting user intervention to correct errors associated with PPI) • PP – On manual handling list for PPI • RV – On manual handling list for Receivable for Bankrupt Producers.
Payable Number	Sequential number assigned by NPS to a program payment request and retained by the program application as the confirmation number.

Notice FI-3048

3 Unsigned Payment (Continued)

C Unsigned Payment Report Field Descriptions (Continued)

Field	Description
Customer Name	Name of the customer based on the TIN/employer ID number.
Tax ID (Last 4)	Displays the last 4 digits of TIN for the customer earning the payment.
Tax ID Type	Displays ID type for the associated disbursement payee as defined in "Tax ID (Last Four)" field. Types are limited to Employer (E), Social Security (S), Foreign (F), Temporary (T), or IRS (I).
Payment Amount	The ACH/Check amount.
Additional Report Fields	
Reference Code 1	Displays the reference number associated with the program payment (i.e., FM – Farm, CT – Contract, etc.).
Reference 1 Value	Displays the number associated with the reference code (i.e., 302B).
Fiscal Year Category	Displays prior FY if payment has been unsigned before the current FY.
Number of Unsigned Payments	The number of unsigned payments within that search criteria.
Total Payment Amount	Total dollar amount of payments unsigned.

Note: All field descriptions will not be applicable for the Greater than 30 Day Aged Report.

4 Canceling Payments

A Canceling Program Payments Initiated by a Web Application or System 36

If payment requests were generated by a web application or System 36, research the payment using the originating application.

IF the producer is...	THEN the County Office shall...
still owed the payment	certify and sign the payment request.
not owed the payment	cancel the payment using the originating program application.

For payments generated by automated applications, payments can only be canceled by correcting a condition that caused the payment to be generated from the program application. County Offices shall contact their State Office for assistance if the payment in NPS should not be issued for an automated program and they do not know how to correct the situation. If the State Office needs assistance, they should contact the applicable specialist in the National Office for guidance.

4 Canceling Payments (Continued)

B Canceling Payments Initiated in OLP

If payment requests were initiated in OLP, the user shall update the payment amount to zero in OLP to generate a payment cancellation.

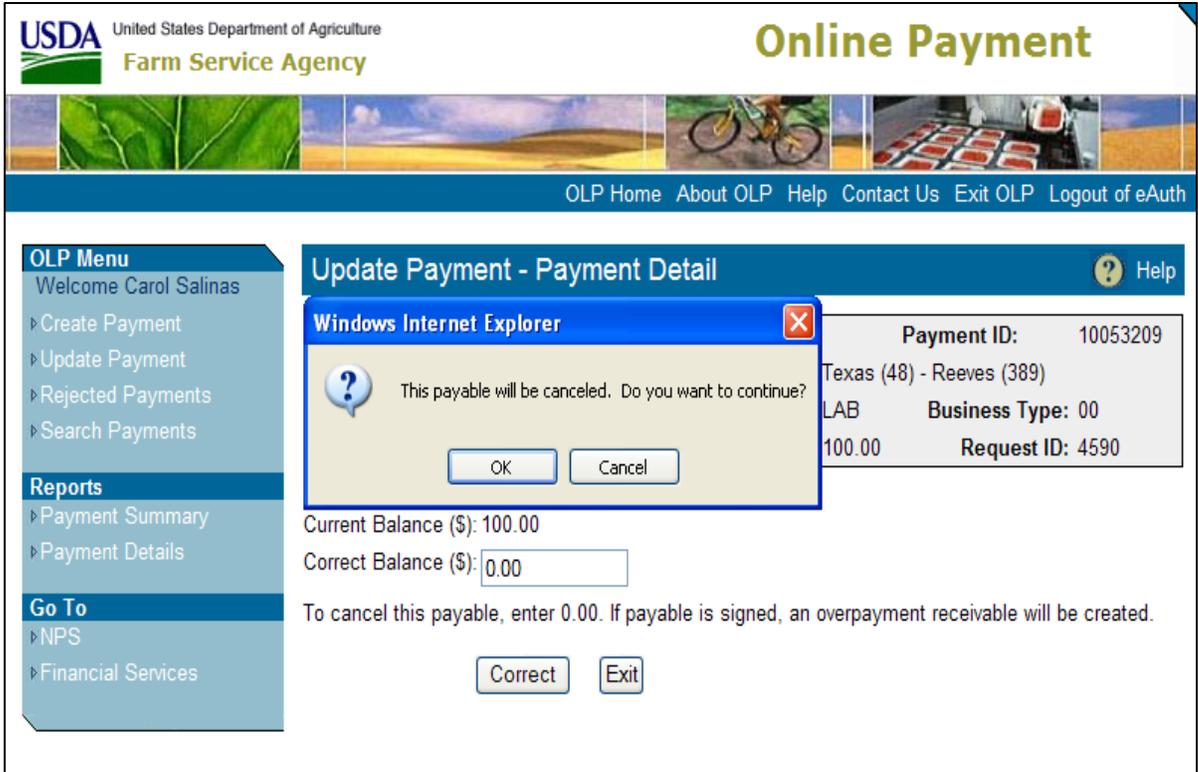
To begin the payment cancellation process, CLICK “Update Payment” from the OLP Menu. The Update Payment Search Screen will be displayed. Users may enter the specific search criteria to find the payment to cancel. See 1-FI, paragraph 65.

From the Update Payment - Payment Detail Screen, user shall enter “0.00” in the “Correct Balance” field to cancel the entire request if payment has been submitted, but not signed in NPS, or the payment was signed in NPS, but is on the Manual Handling Worklist with a status of “PF”, “Prompt Pay Failed”.

User shall click either of the following:

- “Correct”, to submit payment cancellation
- “Exit”, to exit the Payment Detail Screen and return to the Search Screen.

The following is an example of the Update Payment - Payment Detail Screen for a submitted payment that is completely canceled.



4 Canceling Payments (Continued)

B Canceling Payments Initiated in OLP (Continued)

If users CLICK “Correct” on the Update Payment - Payment Detail Screen, a Microsoft Internet Explorer dialog box will be displayed with the message, “This payable will be cancelled. Do you want to continue?”

User shall click either of the following:

- “OK”, to accept the payment cancellation
- “Cancel”, to **not** accept the payment cancellation.

The following is an example of the Update Payment - Payment Detail Screen confirming the submitted payment is successfully canceled. CLICK “OK” to return to Update Payment - Search Results Screen.

The screenshot displays the USDA Online Payment (OLP) interface. At the top, the USDA logo and 'United States Department of Agriculture Farm Service Agency' are visible on the left, and 'Online Payment' is on the right. A navigation bar includes links for 'OLP Home', 'About OLP', 'Help', 'Contact Us', 'Exit OLP', and 'Logout of eAuth'. The main content area is titled 'Update Payment - Payment Detail' and features a confirmation message: 'Confirmation: The payment of \$100 has been successfully cancelled.' Below this, a table provides details for 'John Doe', including Tax ID, State/County, Status (CANCELLED), Amount (\$), Program Code, Business Type, Current Balance (\$), and Request ID. An 'OK' button is positioned below the table. A sidebar on the left contains an 'OLP Menu' with options like 'Create Payment', 'Update Payment', and 'Search Payments', as well as 'Reports' and 'Go To' sections. The footer includes the identifier 'OLP-WEB012' and a 'Back To Top' link.

John Doe		Payment ID:	10053209
Tax ID: xxxxx1111 S	State / County: Texas (48) - Reeves (389)		
Status: CANCELLED	Program Code: LAB	Business Type: 00	
Amount (\$): 100.00	Current Balance (\$): 0.00	Request ID: 4590	

Notice FI-3048

4 Canceling Payments (Continued)

C Canceling INTPEN, ADDINTPEN, REFREP, and NPSREFUND

Once interest payment requests are created and submitted by System 36 to NPS, the payment **cannot** be canceled through the System 36 or NPS.

County Procedures	State Procedures
County Offices shall: <ul style="list-style-type: none">• complete the Payment Cancellation Spreadsheet (Exhibit 1), listing all INTPEN, ADDINTPEN, REFREP, and NPSREFUND payments to be canceled• forward the complete spreadsheet(s) to the State Office.	State Offices shall: <ul style="list-style-type: none">• consolidate all County Office spreadsheets into 1 spreadsheet• create a Remedy Ticket.

Once all items have been worked on, the Unsigned Payment Report, aged greater than 30 days, and all unresolved payment requests have been referenced and submitted to the State Office on the Payment Cancellation Spreadsheet, a Remedy Ticket shall be created by the State Office. Attach the spreadsheet to the Remedy Ticket e-mail.

County Offices listed on the spreadsheet may be contacted by an Application Support Group representative to assist in resolving the payment requests submitted on the Remedy Ticket. Certain situations may require that Kansas City generate the cancellation requests.

Payment Cancellation Spreadsheet

Following is an example of the Payment Cancellation Spreadsheet.

State Name	County Name	State/ County Code	Producer Name	NPS Payment ID	Payment Amount	Date of Payment	Reason for Cancellation
Tennessee	Knox	48/093	John Doe	11111111	100.78	12/01/2009	INTPEN payment for 10EDCPDP needs to be canceled.