

**For:** State and County Offices

**Preparing for the October Payment Cycle**

**Approved by:** Associate Administrator for Operations and Management



**1 Overview**

**A Background**

FSA has been modernizing business functionality within the program and financial web applications. With the upcoming FY 2012 program payment cycle, it is important to provide additional guidance about the following:

- customer’s mailing address
- BIA addresses and potential offsets
- reviewing customer’s profiles, assignments, joint payments, and direct deposits in Financial Services (FS)
- Financial Web Application DataMart (FWADM) Reports available to research transactional activity.

**B Purpose**

This notice provides clarifications about the following:

- what will be used for the customers’ mailing addresses
- researching farm program payments and receivables
- actions required for delaying BIA offsets and potential
- reviewing established assignments, joint payments and ACH accounts with FWADM reports
- Financial Service Review List for October Payment Cycle (Exhibit 1).

<b>Disposal Date</b>	<b>Distribution</b>
February 1, 2012 9-30-11	State Offices; State Offices relay to County Offices <b>Page 1</b>

## Notice FI-3063

### 1 Overview (Continued)

#### C Contact

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

<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.
Policies in this notice.	Contact either of the following: <ul style="list-style-type: none"><li>• Yanira Sanabria by:<ul style="list-style-type: none"><li>• e-mail at <a href="mailto:yanira.sanabria@wdc.usda.gov">yanira.sanabria@wdc.usda.gov</a></li><li>• telephone at 202-772-6032</li></ul></li><li>• Sue Tolle by:<ul style="list-style-type: none"><li>• e-mail at <a href="mailto:marysue.tolle@kcc.usda.gov">marysue.tolle@kcc.usda.gov</a></li><li>• telephone at 816-926-5965.</li></ul></li></ul>
Requests for Financial Web Application Data Mart (FWADM) access.	Contact either of the following: <ul style="list-style-type: none"><li>• Jennifer Nagler by:<ul style="list-style-type: none"><li>• e-mail at <a href="mailto:jennifernagler@kcc.usda.gov">jennifernagler@kcc.usda.gov</a></li><li>• telephone at 816-823-2166</li></ul></li><li>• Connie Saulka by:<ul style="list-style-type: none"><li>• e-mail at <a href="mailto:connie.saulka@kcc.usda.gov">connie.saulka@kcc.usda.gov</a></li><li>• telephone at 816-926-2852.</li></ul></li></ul>

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### 2 Customer's Mailing Address

#### A Mailing Address Used for Customers

State and County Offices should be aware that financial-related items are mailed to customers based upon updates performed in SCIMS.

Payments and Disbursement Transaction Statements are mailed to the customer's address associated with the legacy link established in the physical location (FSA State or county) being paid.

#### B Local BIA Agency Address

When a customer represented by BIA is paid, the system inserts BIA's TIN and the BIA address stored with the legacy link from the customer's physical location (FSA State or county). The customer's Disbursement Transaction Statement and Treasury check will be mailed to the local BIA address.

County Offices with customers represented by BIA must verify that:

- BIA has an active legacy link for the County Office
- the local BIA address is correctly recorded.

#### C Correctly Updating Customer Records in SCIMS

When customers are established in SCIMS without the correct TIN or customer records are **not** properly maintained, the following are potential financial-related ramifications:

- improper payments
- reporting income for the incorrect TIN
- not properly honoring:
  - a customer's direct deposit election or hardship waiver
  - an assignment, joint payment, bankruptcy trustee, or other agency offset
- Disbursement Transaction Statements and Treasury checks mailed to incorrect addresses.

**Note:** County Offices should follow 1-CM for instructions on updating customer records in SCIMS.

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### 3 Researching Farm Program Payments or Receivables

#### A Farm Program Payment Requests in NPS

A common question by users is, “When is a farm program payment request available for certification and signing in NPS”? Farm program payment requests submitted to NPS should be available for the user to view within 1 hour after the submission. Farm program payment requests may be researched by completing the following.

- Follow instructions provided in 1-FI, paragraphs 136 through 138 to verify that the farm program payment has been successfully loaded in NPS. If successfully loaded, the payment record will be present in 1 of the following NPS worklists:
  - Manual Handling
  - Certification
  - Signing (if payment was certified by the County Office).
- If the farm program payment is **not** present in NPS, then check the NPS Payment Queue Detail Report in FWADM, which will be available the following day.

**Notes:** The NPS Payment Queue is a holding place for payment transaction requests with errors preventing NPS from successfully processing the payment request. The NPS Payment Queue Detail Report provides payment information and an error message about why the payment was **not** updated to a worklist.

The NPS Payment Queue Detail Report can be found in FWADM on the web by selecting the “FWADM” folder and then selecting the “Payments” folder. After logging on and within the report, the user selects the State and county on the NPS Payment Queue Detail Report Screen. CLICK “Process Query” to continue. After the message “Processing Complete” is displayed, CLICK “OK”. See Exhibit 1 for an example of the report.

If the State and county is **not** displayed in the drop-down lists on the NPS Payment Queue Detail Report Screen, there are no payment transactions on the queue for that State and county location.

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3 Researching Farm Program Payments or Receivables (Continued)

A Farm Program Payment Requests in NPS (Continued)

The following is an example of the NPS Payment Queue Detail Report.

State Fsa Code	County Fsa Code	Accounting Program Code	Accounting Program Description	Business Party Identification	Common Customer Name	System	Status	Payable Identifier	Payment Received Date	Balance
99	091	6742	2010 DIRECT PAYMENTS	5130355	ALEX JONES	(MV) eDCP	(NPS Staging) Customer Not Found	17650195	07/18/2010	\$1,969.00
	093	6742	2010 DIRECT PAYMENTS	10523897	AMANDA SMITH	(MV) eDCP	(NPS Staging) Customer Not Found	17717962	08/04/2010	\$62.00
								17720101	08/04/2010	\$413.00
								17853375	09/13/2010	\$50.00
		6745	COUNTER CYCLICAL PAYMENT - UPLAND COTTON	3306986	BOB SMITH	MZ	(NPS Staging) Customer Inactive	17738132	08/10/2010	\$2,705.00
	121	6742	2010 DIRECT PAYMENTS	6425458	JANE DOUGH	(MV) eDCP	(NPS Staging) Assignee Address Issue	17636120	07/15/2010	\$132.00
								17637050	07/15/2010	\$306.00
								17800808	08/29/2010	\$816.00
	147	3305	CRP PAYMENT - COST SHARE, AUTO	1989198	JON DOUGH	EA	(NPS Staging) Customer Not Found	17855525	09/14/2010	\$74.00

The columns on the NPS Payment Queue Detail Report are as follows:

- **State FSA Code**, which is the State associated with the payment request
- **County FSA Code**, which is the county associated with the payment request
- **Accounting Program Code**, which is a numeric code assigned to identify a specific program that often represents multiple years or commodities
- **Accounting Program Description**, which provides a description of the accounting program code
- **Business Party Identification**, which is a customer identifier in SCIMS
- **Common Customer Name**, which is the name of the producer associated with the payment request
- **System**, which is a code identifies the program application that initiated the payment request
- **Status**, which provides details about why the payment request is on the payment queue

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### 3 Researching Farm Program Payments or Receivables (Continued)

#### A Farm Program Payment Requests in NPS (Continued)

- **Payable Identifier**, which is a sequential number assigned by NPS uniquely identifying a payment request
- **Payment Received Date**, which is the date the payment request was sent to NPS
- **Balance**, which is the amount of the payment request.

The most common error Status “(NPS Staging) Customer Not Found” is an indication that the SCIMS updater to Farm Service Agency Financial System (FSAFS) failed. To resolve this error, the user should go into SCIMS, verify the address, and CLICK “Submit”. This will send an update to FSAFS.

When a farm program payment cannot be located in either NPS or in FWADM payment reports, contact the National Help Desk at 800-255-2434.

#### B Additional Financial Research Options for Farm Program Payments and Receivables

How to locate the current status of a given program payment, is a common inquiry received by State and County Offices. The following research options are available from financial web applications.

- **NPS** provides the user with search capabilities for all farm program payments awaiting certification or signing. Canceled and signed farm program payments have limited viewable results after 30 calendar days within NPS. See 1-FI, Part 5.
- **Financial Inquires (FI)** provides the user with summary and detailed farm program payments, offsets/receivables, and collections for customers, including the disbursement-related details. Financial Inquires is a public facing application. See 1-FI, Part 6.
- **FWADM** provides the user with the ability to query a variety of reports. FWADM is updated nightly with the previous day’s financial transactions. In addition to the NPS Payment Queue Detail Report, some other key FDWAM reports are as follows:
  - **Unsigned Payments Report**, which provides the ability to search the unsigned payments for a given location by county (or State). State and County Offices shall monitor this report regularly, especially during the large payment cycles

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### 3 Researching Farm Program Payments or Receivables (Continued)

#### B Additional Financial Research Options for Farm Program Payments and Receivables (Continued)

- **Payment and Disbursement Data by Assignment Report**, which provides the ability to search by the assignee TIN that displays disbursement information for assignments by programs, TIN and TIN type, or dates
- **Payment and Disbursement by Tax ID Report**, which provides the ability to search by a producer's TIN and TIN type, that displays payment, prompt payment, foreign withholding, offset, and disbursement amounts by payee type; such as producer, receivable, other agency offsets, assignee, or joint payee.

#### C System 36 Created Farm Program Receivables

Receivables established from farm program applications residing on System 36 require that an AE7 file be transmitted to Kansas City. The AE7 file is automatically queued for transmission when the county runs the end-of-day process required nightly. Allow 3 workdays for System 36 receivables to be available in NRRS.

If a System 36 receivable fails to appear in NRRS after 3 workdays, contact the National Help Desk at 800-255-2434.

### 4 BIA Offsets

#### A Agreement for BIA on Receivables or Offset Handling

Receivables established for customers represented by BIA are problematic with all activity tied to a single TIN. During FY 2010, FSA implemented automatic offset for all customer debt based solely on TIN, creating major difficulties for either FSA or BIA in trying to research or communicate the actions taken to customers represented by BIA.

FSA and BIA have agreed to the following approach for any receivables or offsets for customers represented by BIA. FSA County Offices will:

- continue partnering with BIA on program functions that could create receivables, such as requesting only a DCP final payment versus requesting a DCP advance and final payment
- prevent taking automatic offsets for BIA receivables unless attributable to the same SCIMS customer record
- contact the local BIA agency to place a hold (restriction) for the individuals associated with any receivable generated to collect the outstanding debt.

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### 4 BIA Offsets (Continued)

#### B Preventing Offset for BIA

Farm program applications may generate an overpayment or receivable for a customer represented by BIA. NPS will:

- automatically receive notification of any outstanding debt for BIA
- offset the receivable amount from the next BIA payment request received.

County Offices aware that a new receivable was established for BIA shall:

- use the NRRS link to search for and locate the BIA receivable
- change the receivable status within the receivable through the Change Receivable Status Screen, by selecting the “Open – Kansas City Review” option located in the “Select New Receivable Status” drop-down list
- contact the local BIA agency to place a hold (restriction) within BIA’s system
- manually prepare required demand letters to demand payment for this debt to the local BIA office, according to 58-FI, Part 4
- enter the dates of manually prepared demand letters into NRRS using the “Record New Letter” function.

When a payment request for a customer represented by BIA displays on the NPS Certification worklist with an amount to be offset, the user shall:

- use the NRRS link to search for and locate BIA receivables
- change the receivable status through the Change Receivable Status Screen, by selecting the “Open – Kansas City Review” option located in the “Select New Receivable Status” drop-down list
- close the NRRS window by clicking the red “X” at the top right of the screen to return to NPS
- CLICK “Reset Payment Processing” in NPS, which removes the offset amount and any manual handling steps

**Note:** See 1-FI, paragraph 138.

- notify the County Office where the debt was created of this action.

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### 4 BIA Offsets (Continued)

#### C Using the “Other Agency Offset” Flag

Do **not** set the “Other Agency Offset” flag to “Yes” for BIA. The “Other Agency Offset” flag is a national indicator and should not be set by the County Office. When County Offices set the flag, this causes every customer represented by BIA to display on the NPS Manual Handling worklist.

If a payment for a customer represented by BIA displays as “Other Agency Offset”, go into Financial Services and update the “Other Agency Offset” indicator for BIA to “No”. Then go to the payment in NPS and CLICK “Reset Payment Processing”. NPS will read the new flag settings in Financial Services and handle the payment correctly.

### 5 Assignment Report Verification in FWADM

#### A Validate Assignee Location for Assignments

County Offices are encouraged to run the Assignments by Program Category Report before a major payment cycle. Review assignments that will be matched in the payment cycle. If the assignee location is blank, check SCIMS to see that a legacy link exists for the Service Center that is 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 uses the correct address. Cancel existing assignment and load an assignment selecting the assignee location that has the correct current address. 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’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 Assignment Report Available in FWADM (Continued)

**B Assignment by Program Report**

Once successfully logged in, and after selecting the “Assignments by Program Report” option, the user may elect to search by program code or program category as follows:

- 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 program categories.

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

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**5 Assignment Report Available in FWADM (Continued)**

**B Assignment by Program Report (Continued)**

The following is an example of the Active Assignments 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 MMS County Ind	Document Signed Date	National Assignment Identifier	Last Change Date	Assignee Name	Assignee Tax Id	Assignee Tax Id Last 4	Assignment Effective Year	Assignee Location State	Assignee Location County	Assignee MMS County Ind	Assignment Paid Amount	Assignment Amount
M 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	1624068	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	

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 ID 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.
- **Reference Number**– represents the reference number entered when setting up an assignment in Financial Services.

**Note:** The reference number must match completely. 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.

5 Assignment Report Available in FWADM (Continued)

B Assignment by Program Report (Continued)

- **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.
- **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** is the last 4 digits 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 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.

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### 5 Assignment Report Available in FWADM (Continued)

#### B Assignment by Program Report (Continued)

- **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 the 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 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
- Note:** 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.

### 6 Verifying Active Direct Deposit Elections

#### A Direct Deposit/Waiver Verification Report

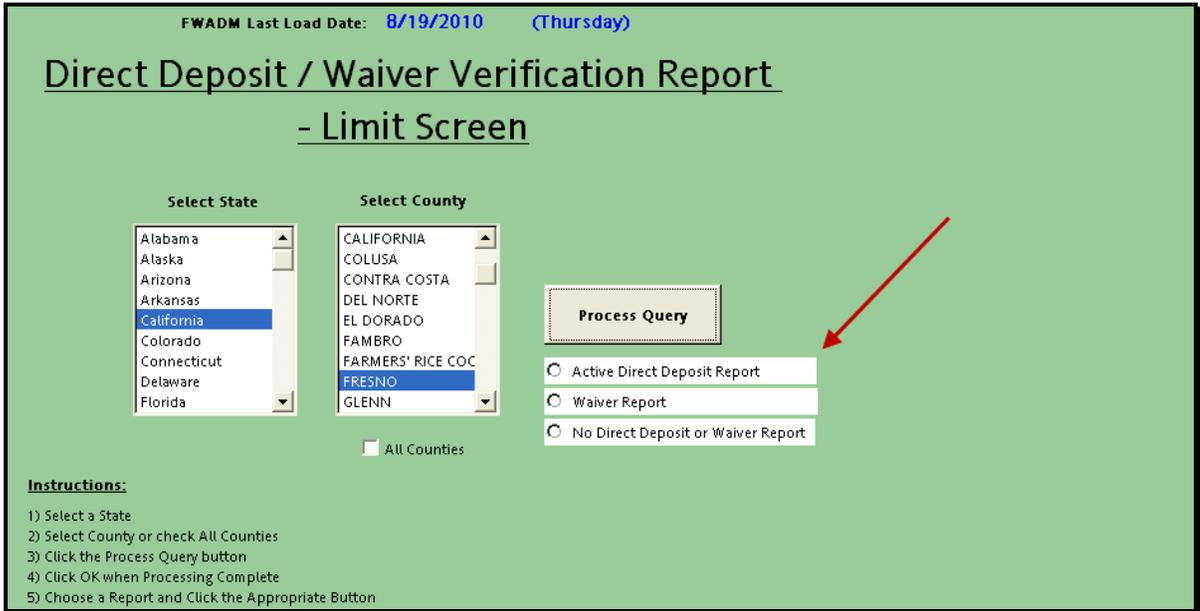
County Offices are encouraged to run the **Direct Deposit/Waiver Verification Report in FWADM** to verify direct deposit election before a major payment cycle to reduce the number of EFT returns and increase the number of payments successfully processed.

- 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.

6 Verifying Active Direct Deposit Elections (Continued)

A Direct Deposit/Waiver Verification Report (Continued)

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



The user may 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 payments 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.

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6 Verifying Active Direct Deposit Elections (Continued)

B Active Direct Deposit Accounts Report

This is an example of the Active Direct Deposit Accounts Report.

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		
						000000002	7629	Active	30	099		
ANYONE'S BANK	987654321	5	Y	7	P	000000001	6800	Active				
					S	000000001	5305	Active	19	171		
							5881	Active	19	033		
						000000003	6800	Active	19	063		
BOB JONES	555555555	5	N	1	P	000000003	2397	Active				
CATHY SMITH	147258369	5	Y	6	P	000000005	85 3	Active				
					S	000000007	1853	Active	19	063		
									27	133		
DOUG JOHNSON	741852963	5	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 ID number.
- **Tax ID Type** identifies if the tax ID is a Social Security number, an employer number, or an IRS assigned 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.

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### 6 Verifying Active Direct Deposit Elections (Continued)

#### B Active Direct Deposit Accounts Report (Continued)

- **Bank Routing Number** is the bank routing number entered from SF-3881 or SF-1199A.
- **Bank Account Number** is the individual's account entered from SF-3881-or SF-1199A.
- **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 to which the sub-account direct deposit election applies.
- **Sub-Account County** is the only county to which the sub-account direct deposit election applies.
- **Reference Code Number** identifies the type of reference code used such as 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. The format of the reference number must match the format that the program application passes to NPS.

#### C Verifying or Changing Multi-County Producer Information

Service Centers should verify that the banking information for all multi-county customers is correct. The Service Center may need to search SCIMS to see all counties to which the customer is legacy linked. 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 Concentration Banking System (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.

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### 6 Verifying Active Direct Deposit Elections (Continued)

#### D Direct Deposit View Options

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

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

Click on the described view and review the customers on the other 2 reports. This is an opportunity to ensure that:

- a customer's data is properly recorded in Financial Services
- the customer should be receiving Treasury checks in the upcoming payment cycle.

### 7 Financial Web Applications Training

#### A Training Posted on DAFO Training Web Site

Training materials were developed using the actual web applications to better illustrate and familiarize Service Centers with software deployed. Updates to the training are loaded, as required, under the "Financial Web Application" link.

#### B DAFO Training Web Site

The DAFO Training Home Page web site is located at <http://fsaintranet.sc.egov.usda.gov/fsatraining/2010%20Financial%20Web%20Applications/Financial%20Web%20Applications.htm>.

**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 the county. Report identifies the multi-county producers and multi-county assignees.	<ul style="list-style-type: none"> <li>• Verify SF-3881 or EFT Waiver has been updated in Financial Services for producers and assignees listed on No Direct Deposit or Waiver Report.</li> <li>• Review the Primary Direct Deposit for the multi-county producers or multi-county assignees and coordinate with other affected locations before making modification.</li> <li>• Create Direct Deposit sub-accounts if a different bank routing/account needs to be designated to a specific State and county.</li> </ul>
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"> <li>• 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.</li> <li>• 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.</li> </ul>
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"> <li>• Verify that CCC-36's have been updated in Financial Services.</li> <li>• 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.</li> </ul>
Have 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 that assignments to be paid in FY 2011 have been updated with the applicable assignment amount for 2011.
Are active producers with bankruptcy listed?	Customer Profile Query provides a reporting view of the producers in bankruptcy status and trustee info.	Verify that the active producers in bankruptcy have been updated in Financial Services and if necessary with the Trustee name.
Are active producers with Other Agency Debt listed?	Customer Profile Query provides a reporting view of the producers with Other Agency Debt.	Verify that the active producers with Other Agency Debt have been updated in Financial Services.
Are there customers with assignments that are updated with a bankruptcy?	Assignment Program Report and the Customer Profile Query may 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.

**Note:** See 63-FI for information on the Other Agency Debt and Bankruptcy FWADM reports.