

For: State and County Offices

Moving Interest Penalty (INTPEN) and Additional Interest Penalty (ADDINTPEN) Functionality to Online Payment (OLP)

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

OLP was created to replace System 36 checkwriting functionality for non-automated program payments. With the implementation of FMMI-R, INTPEN and ADDINTPEN payments have been moved from System 36 to OLP. OLP will now provide the capability to initiate INTPEN/ADDINTPEN payments, and the menu selections for checkwriting on System 36 will be disabled.

OLP shall be used to issue INTPEN/ADDINTPEN payments for the following:

- program applications not capable of providing a prompt payment start date when passing the payment to NPS
- program payments that passed an incorrect due date to NPS.

Interest payments will be certified and signed in NPS.

B Purpose

This notice provides instructions for:

- entering INTPEN/ADDINTPEN payments in OLP
- updating underpayments and overpayments
- certifying and signing INTPEN/ADDINTPEN payments in NPS

Note: 61-FI will be amended to reflect the changes.

Disposal Date	Distribution
March 1, 2012	State Offices; State Offices relay to County Offices

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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.	Contact the National help Desk at 800-255-2434 or 816-926-1552. Note: Select option 3 for hardware and application software.
Policies or procedures on making prompt payment interest (PPI) or additional INTPEN payments.	Contact any of the following: <ul style="list-style-type: none">• Jackie Pickens by at either of the following:<ul style="list-style-type: none">• e-mail to jackie.pickens@wdc.usda.gov• telephone at 703-305-1310• Pam Moore by at either of the following:<ul style="list-style-type: none">• e-mail to pam.moore@kcc.usda.gov• telephone at 816-926-5967• Nancy Chapman by at either of the following:<ul style="list-style-type: none">• e-mail to nancy.chapman@kcc.usda.gov• telephone at 816-926-6971.

Note: For payments requiring prompt payment that were initiated before centralization, December 8, 2008, contact Jackie Pickens.

D Logging Into OLP

Employees must have a valid eAuthentication user ID and password to login.

To login to OLP, do the following:

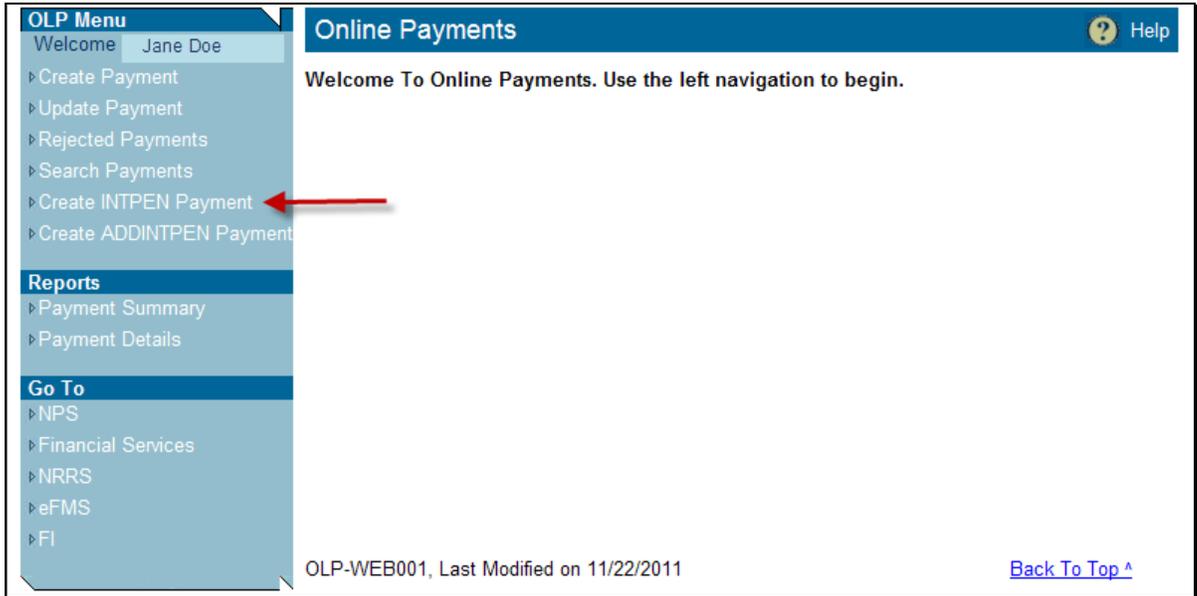
- go to FSA’s Intranet Home Page at **<http://intranet.fsa.usda.gov/fsa/>**
- under Links, **CLICK “FSA Applications”**
- scroll down and under Financial Services, **CLICK “Financial Applications”**
- on the Financial Applications Screen, **CLICK “Online Payments”**.

The eAuthentication Warning Screen will be displayed, **CLICK “I Agree”**. The Authentication Login Screen will be displayed. Login using a valid eAuthentication ID and password, or LincPass credentials. The Online Payments Welcome Screen will be displayed.

2 INTPEN Payments

A Creating INTPEN Payments in OLP

This is an example of the Online Payments Welcome Screen. To create INTPEN for a payment, under “OLP Menu”, CLICK, “Create INTPEN Payment”.

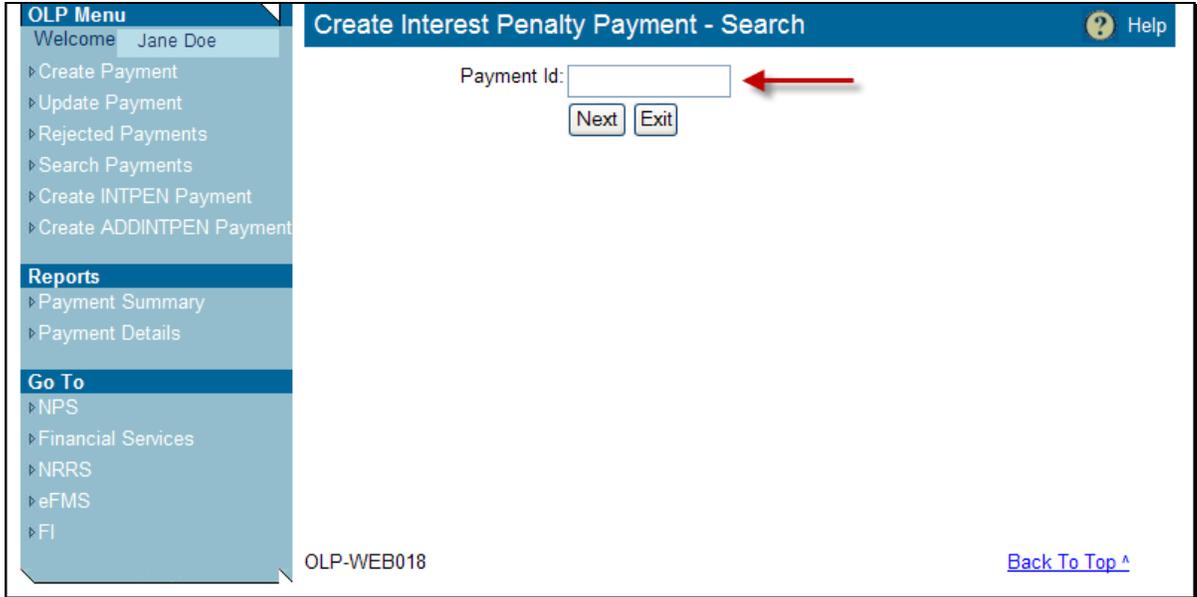


2 INTPEN Payments (Continued)

A Creating INTPEN Payments in OLP (Continued)

This is an example of the Create Interest Penalty Payment - Search Screen. Enter the payment ID associated with the original payment and click either of the following:

- “Next”, to access the Create Interest Penalty Payment - Calculate Screen.
- “Exit”, to return to the Online Payments Welcome Screen.



IF...	THEN the following message will be displayed...
the Payment ID does not exist	“Confirmation: Payment ID [XXXXXXXX] not found”.
the Payment ID is not subject to PPI	“Confirmation: Payable is not subject to PPI with Payment ID [XXXXXXXX]”.
an INTPEN payment ID is entered into the field	“Confirmation: Payment #[XXXXXXXX] is an Interest Penalty payment; this payment can be updated using the OLP Update Payment process.
a payment ID that is in an “unsigned” status is entered into the field	“Confirmation: Payment #[XXXXXXXX] is in unsigned status; Interest Penalty payment cannot be completed until original payment is signed”.
a payment ID that is in canceled status is entered into the field	“Confirmation: Payment #[XXXXXXXX] is in canceled status; Interest Penalty payment cannot be created for this payment”.

2 INTPEN Payments (Continued)

A Creating INTPEN Payments in OLP (Continued)

The following is an example of the Create Interest Penalty Payment - Calculate Screen that will display the following fields:

- “Producer’s Name”
- “Payment ID”
- “Tax ID/Type”
- “State/County”
- “Program Code”
- “Business Type”
- “Principal Amount (\$)”
- “Paid Date”
- “Prompt Pay Due Date (mm/dd/yyyy)”
- “Primary Reference Type/Number”
- “Secondary Reference Type/Number”, if applicable
- “PPI Reason Code”
- “Comment Lines”.

Example: “Interest payment for original payment issued on xx-xx-xxxx.”

Note: Not required, but recommended to further identify payment information. If users enter information in comment lines 1-4, that are free-form entries, the information will be displayed on the Disbursement Transaction Statement to assist producers in identifying the payment.

The user can change the following fields **before** calculating PPI, if applicable:

- “Principal Amount(\$)” that displays the original payment amount requested or the amount of the original payment that was late

Note: This amount **must** be less than or equal to the original payment amount.

- “Prompt Pay Due Date (mm/dd/yyyy)”, to the date the payment was due.

Note: This date **cannot** be greater than the paid date.

Select the applicable “PPI Reason Code” from the drop-down menu.

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2 INTPEN Payments (Continued)

A Creating INTPEN Payments in OLP (Continued)

Click any of the following:

- “Calculate”, to calculate INTPEN dollar amount
- “Back”, to return to the Create Interest Penalty Payment - Search Screen
- “Exit”, to return to the Online Payments Welcome Screen.

OLP Menu
Welcome Jane Doe
Create Payment
Update Payment
Rejected Payments
Search Payments
Create INTPEN Payment
Create ADDINTPEN Payment
Reports
Payment Summary
Payment Details
Go To
NPS
Financial Services
NRRS
eFMS
FI

Create Interest Penalty Payment - Calculate Help

JOHN DOUGH Payment ID: 11278004
Tax ID: xxxxx S State / County: California (06) - Merced (047)
Program Code: LTA Business Type: 00
Principal Amount(\$): 95.00 Paid Date: 11/23/2011
Prompt Pay Due Date (mm/dd/yyyy): 08/19/2011
Primary Reference Type: CN Primary Reference: 95
Secondary Reference Type: Secondary Reference:
PPI Reason Code: Select One
Comment Line 1:
Comment Line 2:
Comment Line 3:
Comment Line 4:
Calculate Back Exit

2 INTPEN Payments (Continued)

A Creating INTPEN Payments in OLP (Continued)

This is an example of the Create Interest Penalty Payment - Confirm Screen. Verify all INTPEN payment information is correct and click any of the following:

- “**Confirm**”, to submit payment request to NPS for certification and signing
- “**Back**”, to return to the Create Interest Penalty Payment - Calculate Screen
- “**Exit**”, to return to the Online Payments Welcome Screen.

Note: If user needs to calculate the amount of PPI without creating a disbursement, enter payment information on the Calculate Create Interest Penalty Payment - Calculate Screen and CLICK “**Calculate**”. After user receives PPI information, CLICK “**Back**” or “**Exit**”. Do **not** click “**Confirm**” because this will submit the payment request to NPS.

Payment information **cannot** be changed from the Create Interest Penalty Payment - Confirm Screen.

The screenshot shows the 'Create Interest Penalty Payment - Confirm' screen. On the left is a navigation menu with sections: 'OLP Menu' (Welcome Jane Doe, Create Payment, Update Payment, Rejected Payments, Search Payments, Create INTPEN Payment, Create ADDINTPEN Payment), 'Reports' (Payment Summary, Payment Details), and 'Go To' (NPS, Financial Services, NRRS, eFMS, FI). The main content area displays the following information:

- JOHN DOUGH** (Name)
- Tax ID: xxxxxx S
- Program Code: LTA
- Principal Amount(\$): 95.00
- Prompt Pay Due Date (mm/dd/yyyy): 08/19/2002
- Primary Reference Type: CN
- Secondary Reference Type:
- Primary Reference: 95
- Secondary Reference:
- Comment Line 1: [Empty]
- Comment Line 2: [Empty]
- Comment Line 3: [Empty]
- Comment Line 4: [Empty]
- PPI Reason: CF
- INTPEN Amount(\$): 5.11

At the bottom, there are buttons for 'Confirm', 'Back', and 'Exit'. The footer shows 'OLP-WEB021' and a 'Back To Top ^' link.

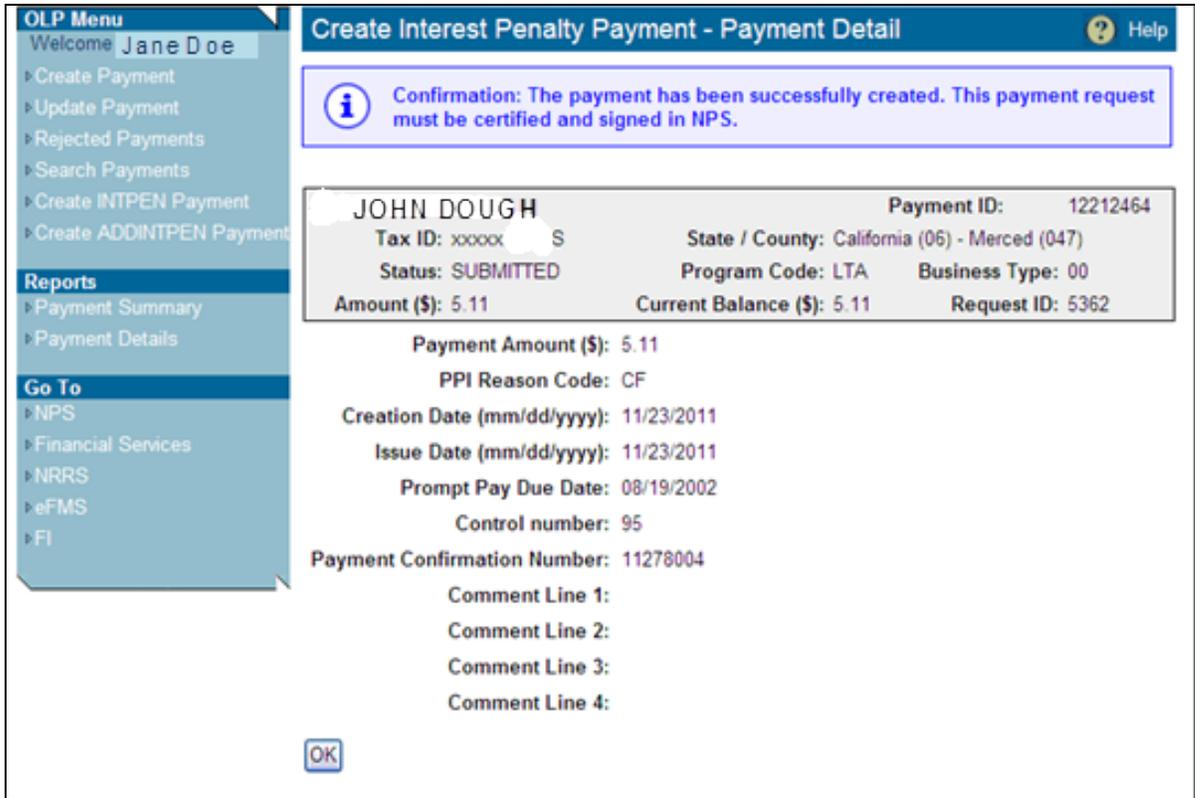
Note: Do **not** issue payments for INTPEN under the Prompt Payment Act for less than \$1. If calculated interest is less than \$1 or not due, the following message will be displayed, “**Error: No interest due or interest amount is less than \$1**”.

2 INTPEN Payments (Continued)

A Creating INTPEN Payments in OLP (Continued)

This is an example of the Create Interest Penalty Payment - Payment Detail Screen. A confirmation message will be displayed, stating that the payment request has been successfully created.

The payment must now be certified and signed in NPS according to 1-FI, paragraphs 139 and 140. CLICK “OK” and the OLP Create Payment Screen will be displayed.



Notes: Interest payments created in OLP will no longer display the alpha codes “INTPEN” or “ADDINTPEN”. OLP will create the PPI payment using the program code from the original payment.

Searches for “INTPEN” and “ADDINTPEN” payments can be made using the alpha program code of the original payment in NPS.

2 INTPEN Payments (Continued)

B Rejected Payment

If funding is not available for the payment request, the following Rejected Payment-Payment Detail Screen will be displayed with an error message.

After funding is available, payment may be resubmitted or cancelled. To access rejected payments, under “OLP Menu”, CLICK “**Rejected Payments**”. See 1-FI, paragraph 66.

OLP Menu
Welcome Jane Doe
Create Payment
Update Payment
Rejected Payments
Search Payments
Create INTPEN Payment
Create ADDINTPEN Payment
Reports
Payment Summary
Payment Details
Go To
NPS
Financial Services
NRRS
eFMS
FI

Rejected Payment - Payment Detail Help

Error: Originally, this payment request failed. The reason for failure: gov.usda.afao.fms.efc.business.countyAllotment.notFound

JOHN DOUGH
Tax ID: xxxxx E DUNS Number: 137884610 (CCR)
Status: REJECTED Program Code: 10FMDCP Business Type: 2X
Amount (\$): 595.00 Current Balance (\$): 595.00 Request ID: 5501

Payment Amount (\$): 595.00
Creation Date (mm/dd/yyyy): 12/02/2011
Issue Date (mm/dd/yyyy): 12/02/2011
Prompt Pay Due Date: 12/02/2011
Agreement number: elane
Comment Line 1:
Comment Line 2:
Comment Line 3:
Comment Line 4:

Update Program Code Update Payment Delete Payment OK

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Note: Funds will come from the program of the original payment that is displayed on the screen, so that is where funds **must** reside in the Electronic Funds Management System.

3 ADDINTPEN Payments

A Creating ADDINTPEN Payments in OLP

To create ADDINTPEN for a payment, under “OLP Menu”, CLICK, “Create ADDINTPEN Payment”.

This is an example of the Create Additional Interest Penalty Payment - Search Screen. Enter the payment ID associated with the original payment and click either of the following:

- “Next”, to access the Create Additional Interest Penalty Payment - Enter Screen
- “Exit”, to return to the Online Payments Welcome Screen.



IF...	THEN the following message will be displayed...
the Payment ID does not exist	“Confirmation: Payment ID [XXXXXXXX] not found”.
the Payment ID is not subject to PPI	“Confirmation: Payable is not subject to PPI with Payment ID [XXXXXXXX]”.
an ADDINTPEN payment ID is entered into the field	“Confirmation: Payment #[XXXXXXXX] is an Additional Interest Penalty payment; this payment can be updated using the OLP Update Payment process.
a payment ID that is in an “unsigned” status is entered into the field	“Confirmation: Payment #[XXXXXXXX] is in unsigned status; Additional Interest Penalty payment cannot be completed until original payment is signed”.
a payment ID that is in canceled status is entered into the field	“Confirmation: Payment #[XXXXXXXX] is in canceled status; Additional Interest Penalty payment cannot be created for this payment”.

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3 ADDINTPEN Payments (Continued)

A Creating ADDINTPEN Payments in OLP (Continued)

The following is an example of the Create Additional Interest Penalty Payment - Enter Screen.

Enter the amount due for ADDINTPEN. See 61-FI, subparagraph 4 D.

Note: Interest amount must be between \$25 and \$5000. See 61-FI, subparagraph 4 B.

Select the applicable “PPI Reason Code” from the drop-down menu, enter free-form comments, and click 1 of the following:

- **“Submit”**, to submit payment request to NPS for certification and signing
- **“Back”**, to return to the Create Additional Interest Penalty Payment - Search Screen
- **“Exit”**, to return to the Online Payments Welcome Screen.

OLP Menu
Welcome Jane Doe
Create Payment
Update Payment
Rejected Payments
Search Payments
Create INTPEN Payment
Create ADDINTPEN Payment
Reports
Payment Summary
Payment Details
Go To
NPS
Financial Services
NRRS
eFMS
FI

Create Additional Interest Penalty Payment - Enter Help

JOHN DOUGH Tax ID: xxxxxx S Payment ID: 11235125
Program Code: 11BCAPAR State / County: 06 047
Primary Reference Type: CT Business Type: 00
Secondary Reference Type: Primary Reference: 78
Secondary Reference:
* Amount (\$): 27.00
* PPI Reason Code: Select One
Comment Line 1: Select One
Comment Line 2: Computer system failure
Comment Line 3: Program documentation delay
Local office misplacement/mishandling
Comment Line 4:

Submit Back Exit

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3 ADDINTPEN Payments (Continued)

B ADDINTPEN Payment Confirmation

This is an example of the Create Additional Interest Penalty Payment - Payment Detail Screen. A confirmation message will be displayed, stating the payment request has been successfully created.

The payment must now be certified and signed in NPS. CLICK “OK” and the OLP Create Payment Screen will be displayed.

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

OLP Menu
Welcome Jane Doe
▶ Create Payment
▶ Update Payment
▶ Rejected Payments
▶ Search Payments
▶ Create INTPEN Payment
▶ Create ADDINTPEN Payment

Reports
▶ Payment Summary
▶ Payment Details

Go To
▶ NPS
▶ Financial Services
▶ NRRS
▶ eFMS
▶ FI

Create Additional Interest Penalty Payment - Payment Detail Help

i Confirmation: The payment has been successfully created. This payment request must be certified and signed in NPS.

JOHN DOUGH	Payment ID: 12212905
Tax ID: xxxxxx S	State / County: 06 047
Status: SUBMITTED	Program Code: LTA Business Type: 00
Amount (\$): 27.00	Current Balance (\$): 27.00 Request ID: 5373

Payment Amount (\$): 27.00
PPI Reason Code: DD
Creation Date (mm/dd/yyyy): 11/23/2011
Issue Date (mm/dd/yyyy): 11/23/2011
Prompt Pay Due Date: 08/31/2011
Control number: 6465
Payment Confirmation Number: 11189218
Comment Line 1:
Comment Line 2:
Comment Line 3:
Comment Line 4:

OK

4 INTPEN Underpayment

A Updating INTPEN Underpayments

After an INTPEN payment has been created and signed, no other INTPEN payments can be created using the same original payment ID.

To modify an INTPEN payment, under “OLP Menu”, CLICK “**Update Payment**”. Enter the search criteria to find the applicable payment. This is an example of the Update Payment - Interest Penalty Screen. Enter the correct INTPEN and click either of the following:

- “**Submit**”, the Update Payment - Payment Detail Screen will be displayed
- “**Exit**”, to return to Online Payments Welcome Screen.

OLP Menu		Update Payment - Additional Interest Penalty		?	Help
Welcome B Kersey					
▶ Create Payment					
▶ Update Payment					
▶ Rejected Payments					
▶ Search Payments					
▶ Create INTPEN Payment					
▶ Create ADDINTPEN Payment					
Reports					
▶ Payment Summary					
▶ Payment Details					
Go To					
▶ NPS					
▶ Financial Services					
▶ NRRS					
▶ eFMS					
▶ FI					

JOHN DOUGH		Payment ID:	12288998
Tax ID: xxxxxx S	State / County: Texas (48) - Lubbock (303)	Program Code: 11PNUTLN	Business Type: 00
Status: SUBMITTED	Amount (\$): 5000.00	Current Balance (\$): 5000.00	Request ID: 5453
		* Amount (\$):	<input type="text" value="7000.00"/>
		<input type="button" value="Submit"/>	<input type="button" value="Exit"/>

4 INTPEN Underpayment (Continued)

A Updating INTPEN Underpayments (Continued)

This is an example of the Update Payment - Payment Detail Screen. A confirmation message stating that the additional payment amount has been created will be displayed. The additional payment request **must** be certified and signed in NPS. CLICK “Exit” to return to the Online Payments Welcome Screen.

OLP Menu
Welcome Jane Doe
▶ Create Payment
▶ Update Payment
▶ Rejected Payments
▶ Search Payments
▶ Create INTPEN Payment
▶ Create ADDINTPEN Payment
Reports
▶ Payment Summary
▶ Payment Details
Go To
▶ NPS
▶ Financial Services
▶ NRRS
▶ eFMS
▶ FI

Update Payment - Payment Detail Help

i Confirmation: Additional Payment of \$2,000 has been created successfully. This payment request must be certified and signed in NPS.

JOHN DOUGH Payment ID: 12288998
Tax ID: xxxxx S State / County: Texas (48) - Lubbock (303)
Status: SUBMITTED Program Code: 11PNUTLN Business Type: 00
Amount (\$): 5000.00 Current Balance (\$): 5000.00 Request ID: 5453

* Amount (\$):

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B Policy for Underpayments

Do **not** issue payments for INTPEN under the Prompt Payment Act for less than \$1.

5 INTPEN Overpayment

A Updating INTPEN Overpayments

When an INTPEN payment has been signed in NPS and is decreased in OLP, an Overpayment receivable is created.

To modify an INTPEN overpayment, from the “OLP Menu”, CLICK, “**Update Payment**”. Enter the search criteria to find the applicable payment. This is an example of the Update Payment - Interest Penalty Screen. Enter the correct principal amount and prompt pay due date, if applicable, and click either of the following:

- “**Calculate**” to calculate corrected INTPEN dollar amount
- “**Exit**” to return to Online Payments Welcome Screen.

USDA United States Department of Agriculture
Farm Service Agency

Online Payment

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

OLP Menu
Welcome Jane Doe
▶ Create Payment
▶ Update Payment
▶ Rejected Payments
▶ Search Payments
▶ Create INTPEN Payment
▶ Create ADDINTPEN Payment

Reports
▶ Payment Summary
▶ Payment Details

Go To
▶ NPS
▶ Financial Services
▶ NRRS
▶ eFMS
▶ FI

Update Payment - Interest Penalty ? Help

JOHN DOUGH Payment ID: 12289893
Tax ID: xxxxx S State / County: Texas (48) - Lubbock (303)
Status: SUBMITTED Program Code: 11OATSLN Business Type: 00
Amount (\$): 567.59 Current Balance (\$): 567.59 Request ID: 5454

* Principal Amount(\$): 10000.00
* Prompt Pay Due Date (mm/dd/yyyy): 12/15/2004

Calculate Exit

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5 INTPEN Overpayment (Continued)

A Updating INTPEN Overpayments (Continued)

This is an example of the “Update Interest Penalty Payment - Confirm” Screen. The new INTPEN amount will be displayed. Click any of the following:

- “**Confirm**”, to take user to the Overpayment - Overpayment Entry Screen
- “**Back**”, to return user to the Update Payment - Interest Penalty Screen
- “**Exit**”, to return to OLP Welcome Screen.

OLP Menu	
Welcome Jane Doe	
▶ Create Payment	
▶ Update Payment	
▶ Rejected Payments	
▶ Search Payments	
▶ Create INTPEN Payment	
▶ Create ADDINTPEN Payment	
Reports	
▶ Payment Summary	
▶ Payment Details	
Go To	
▶ NPS	
▶ Financial Services	
▶ NRRS	
▶ eFMS	
▶ FI	

Update Interest Penalty Payment - Confirm		Help
JOHN DOUGH	Payment ID: 12289893	
Tax ID: xxxxx S	State / County: Texas (48) - Lubbock (303)	
Status: SUBMITTED	Program Code: 11OATSLN	Business Type: 00
Amount (\$): 459.40	Current Balance (\$): 567.59	Request ID: 5454
	Principal Amount(\$): 10000.00	
	Prompt Pay Due Date (mm/dd/yyyy): 12/15/2004	
	INTPEN Amount(\$): 459.40	
<input type="button" value="Confirm"/> <input type="button" value="Back"/> <input type="button" value="Exit"/>		

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5 INTPEN Overpayment (Continued)

A Updating INTPEN Overpayments (Continued)

This is an example of the Overpayment - Overpayment Entry Screen. User shall:

- select the applicable “Debt Reason Code” from the drop-down menu
- enter the “Receivable Due Date (mm/dd/yyyy)”.

Note: This field will default to the current date, but may be changed.

Click any of the following:

- “**Add**”, the Update Payment- Payment Detail Screen will be displayed
- “**Reset**”, to return to the Update Payment - Interest Penalty Screen
- “**Exit**”, to return to the Online Payments Screen.

OLP Menu
Welcome Jane Doe
▶ Create Payment
▶ Update Payment
▶ Rejected Payments
▶ Search Payments
▶ Create INTPEN Payment
▶ Create ADDINTPEN Payment

Reports
▶ Payment Summary
▶ Payment Details

Go To
▶ NPS
▶ Financial Services
▶ NRRS
▶ eFMS
▶ FI

Overpayment - Overpayment Entry Help

JOHN DOUGH Payment ID: 12289893
Tax ID: xxxxx S State / County: Texas (48) - Lubbock (303)
Status: SUBMITTED Program Code: 11OATSLN Business Type: 00
Amount (\$): 459.40 Current Balance (\$): 567.59 Request ID: 5454

All required fields are denoted by an asterisk (*).

Current Balance (\$): 567.59
Correct Balance (\$): 459.40
Overpayment Amount (\$): 108.19

* Debt Reason Code: 308 -Receivables Generated Due to Eligibility Issues

* Receivable Due Date (mm/dd/yyyy): 12/12/2011

Add Reset Exit

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5 INTPEN Overpayment (Continued)

A Updating INTPEN Overpayments (Continued)

This is an example of the Update Payment - Payment Detail Screen. A confirmation Message will be displayed, stating the amount of the overpayment has been successfully created.

The Update Payment - Payment Detail Screen will display the following:

- “Receivable ID”, number associated with the receivable created for the overpayment
- “Amount”, dollar amount of the receivable associated with the payment
- “Receivable Due Date”, date receivable is due
- “Status”, displays status of created receivable.

Click either of the following:

- “Detail”, the Update Payment - Overpayment Detail Screen will be displayed
- “OK”, the Update Payment - Search Results Screen will be displayed.

The screenshot shows a web application interface with a left-hand menu and a main content area. The menu includes sections for 'OLP Menu', 'Reports', and 'Go To'. The main content area is titled 'Update Payment - Payment Detail' and features a confirmation message: 'Confirmation: The overpayment of \$108.19 has been successfully'. Below this, a summary box displays payment details for 'JOHN DOUGH', including Tax ID, State/County, Status, Amount (\$), Current Balance (\$), and Request ID. An 'Overpayment Information' table lists the receivable ID, amount, due date, and status. An 'OK' button is visible at the bottom left of the main content area.

Receivable ID	Amount(\$)	Receivable Due Date	Status	
2173003	108.19	12/12/2011	SUBMITTED	Detail

B Policy for Overpayments

Debts less than \$25 may be disregarded, unless otherwise specified by legislation or program procedures, according to 58-FI, paragraph 114.

Notice FI-3076

6 Certifying and Signing INTPEN and ADDINTPEN Payments in NPS

A INTPEN or ADDINTPEN on NPS Worklist

When interest payments are passed to NPS, they will be displayed on the Manual Handling or Certification Worklist. See 1-FI, paragraphs 139 and 140.

B Reference Types on NPS Worklist

Interest payments will display the primary reference type used on the original payment.