

For: State and County Offices

NPS Manual Handling Worklist for Bankruptcy Producer Payments

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

NPS is a centralized, web-based payment processing application allowing payment requests to be processed without regard to the platform on which the program application operates.

With the implementation of Financial Management Modernization Initiative Readiness (FMMI-R) 4.6, NPS will have the option to display any payment being made to a bankrupt producer as a Manual Handling Worklist item. The user must verify that the payment should be issued, according to 58-FI, paragraph 335, **before** certifying and signing the payment.

B Purpose

This notice provides instructions for the Manual Handling Worklist for producers in bankruptcy.

C Contacts

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

Issue	Contact
Software-related problems	Either of the following: <ul style="list-style-type: none"> • ITS, TSD contact information link at https://itsm.sc.egov.usda.gov/arsys/forms/itsmar/SHR%3ALandingConsole/Default+Administrator+View/?cacheid=47ba3170 • national Help Desk at 800-255-2434 or 816-926-1552. <p>Note: Select option “3” for hardware and application software.</p>

Disposal Date

January 1, 2013

Distribution

State Offices; State Offices relay to County Offices

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1 Overview (Continued)

C Contacts (Continued)

Issue	Contact
NPS policies in this notice	Either of the following: <ul style="list-style-type: none">• Jackie Pickens by either of the following:<ul style="list-style-type: none">• e-mail to jackie.pickens@wdc.usda.gov• telephone at 202-772-6027• Nancy Chapman by either of the following:<ul style="list-style-type: none">• e-mail to nancy.chapman@kcc.usda.gov• telephone at 816-926-6971.

2 NPS Login

A Logging into NPS

To login to NPS, do the following:

- go to FSA’s Intranet Home Page at **<http://fsaintranet.sc.egov.usda.gov/fsa>**
- under “Links”, CLICK “**FSA Applications**”
- scroll down and under “Financial Services”, CLICK “**Financial Applications**”
- on FSA’s Intranet Financial Applications Screen, CLICK “**National Payment Service**”
- a “Security Alert” dialog box may be displayed, CLICK “**OK**”
- eAuthentication Warning Screen will be displayed, CLICK “**I Agree**”
- eAuthentication Login Screen will be displayed, enter valid eAuthentication user ID and password and CLICK “**Login**” or CLICK “**Login with my LincPass**” to login with LincPass badge.

2 NPS Login (Continued)

B NPS Payments Welcome Screen

This is an example of the Payments Welcome Screen. Under “NPS Menu”, “Payments”, CLICK, “Manual Handling Worklist”.

The screenshot displays the NPS Payments Welcome Screen. On the left is a vertical navigation menu titled "NPS Menu". It includes a "Welcome" section for "Jon Doe", a "Disburse Replacement" option, a "Payments" section with several sub-items, a "Sampling" section, and a "Go To" section. A red arrow points to the "Manual Handling Worklist" item under the "Payments" section. The main content area of the screen displays the text "Welcome to Payments. Use the left navigation to begin." At the bottom of the screen, there is a footer with the text "NPS-WEB006, Last Modified on 04/30/2012" and a "Back To Top" link.

2 NPS Login (Continued)

C Manual Handling

From the Manual Handling Worklist Search Screen, enter the applicable search criteria. From the "Payment Status" drop-down list, select "Bankruptcy" and CLICK "Search".

NPS Menu
Welcome Jon Doe
Disburse Replacement

Payments
Payments Search
Manual Handling Worklist
Manual Handling Search
Certification Worklist
Signing Worklist
Reset Held Payments Worklist

Go To
Financial Services
NRRS
eFMS
OLP
Financial Inquiries
E-Forms

Manual Handling WorkList Search ? Help

Search by County:
All required fields are denoted by an asterisk (*).
* County: Select County
* Issue Date: From (mm/dd/yyyy): 05/24/2012 To (mm/dd/yyyy): 05/24/2012
Payment Status: Select Status
Additional Criteria: None
 Tax ID: [] SSN (S) []
 Program Alpha Code: []
 Program Area: Select Program Area []
 Reference: Select Code []
 Reference Number: []
 Reference Number Range: [] To []
[Search] [Reset] [Exit]

Search by ID:
All required fields are denoted by an asterisk (*).
* Payment ID: []
[Search] [Reset] [Exit]

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2 NPS Login (Continued)

C Manual Handling (Continued)

The following is an example of the Manual Handling Worklist Screen displaying the search results for producers identified as being in bankruptcy. CLICK “**Bankruptcy**”.

Note: In order of priority, bankruptcy will be processed **first**, before prompt payment interest.

The screenshot displays the 'Manual Handling Worklist' interface. On the left is a navigation menu with sections: 'NPS Menu' (Welcome Jon Doe, Disburse Replacement), 'Payments' (Payments Search, Manual Handling Worklist, Manual Handling Search, Certification Worklist, Signing Worklist, Reset Held Payments Worklist), and 'Go To' (Financial Services, NRRS, eFMS, OLP, Financial Inquiries, E-Forms). The main content area shows search criteria: 'Your Request: State / County = KS (20) - Sheridan (179), Issue Date = From 03/27/2012 to 03/29/2012, Payment Status = Bankruptcy. Click here to change search parameters.' Below this, it states '4 items found, displaying all items.1 [Refresh]'. The results are listed as follows:

- 1. BOB SMITH Tax ID: S
Payment ID: 32671047 Amount (\$): 1.00 State / County: KS (20) - Sheridan (179)
Program: 05NAP Issue Date: 03/28/2012 PPI Start Date: 03/28/2012
Primary Reference: CE - 012345678901
[Bankruptcy](#)  [Reset Payment Processing](#)
- 2. Jane Smith Tax ID: S
Payment ID: 32677046 Amount (\$): 700.00 State / County: KS (20) - Sheridan (179)
Program: 05LAPE Issue Date: 03/29/2012
Primary Reference: CE - 012345678901
[Bankruptcy](#) [Reset Payment Processing](#)
Other Agency Offset
- 3. Deer Park Tax ID: S
Payment ID: 32680047 Amount (\$): 900.00 State / County: KS (20) - Sheridan (179)
Program: 11ELDPERICE Issue Date: 03/29/2012
Primary Reference: CE - 012345678901
[Bankruptcy](#) [Reset Payment Processing](#)
Other Agency Offset
- 4. Jane Doe Tax ID: S
Payment ID: 32683046 Amount (\$): 1,000.00 State / County: KS (20) - Sheridan (179)
Program: 10NAP Issue Date: 03/29/2012 PPI Start Date: 02/13/2012
Primary Reference: CE - 012345678901
[Bankruptcy](#) [Reset Payment Processing](#)

At the bottom, it says '4 items found, displaying all items.1 [Refresh]'.

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2 NPS Login (Continued)

D Payment Processing - Bankruptcy

The following is an example of the Payment Processing – Bankruptcy Screen displaying the bankrupt producer’s information. The payment request should be reviewed and verified against Financial Services to ensure that that payment is valid.

Click 1 of the following, as applicable:

- **“Save”** to move the payment request to the next processing step, if payment is accurate and should be disbursed to the producer, according to 58-FI
- **“Hold for Cancel by Program”** to place the payment in an “HP” status until further research can be completed and issue is resolved
- **“Exit”** to take no action to the payment request and to return to the Manual Handling Worklist with no changes saved.

NPS Menu
Welcome Jon Doe
Disburse Replacement

Payments
Payments Search
Manual Handling Worklist
Manual Handling Search
Certification Worklist
Signing Worklist
Reset Held Payments Worklist

Go To
Financial Services
NRRS
eFMS
OLP
Financial Inquiries
E-Forms

Payment Processing - Bankruptcy Help

Bob Smith Tax ID: S
Payment ID: 32677046 State / County: KS (20) - Sheridan (179)
Program: 05LAPE Issue Date: 03/29/2012
Primary Reference: CE - 012345678901
Last Updated by: MOKANSASC2DT37 on 03/29/2012
Original Payment Amount (\$): 700.00
Remaining Payment Amount (\$): 700.00

To ensure payment validity, please review payment request and verify accounting customer information in FS.

Save Hold for Cancel by Program Exit

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3 NPS - Bankruptcy Verification

A Bankruptcy Verification

After being notified that a debtor has filed a petition for bankruptcy and **before** issuing a payment to a bankrupt producer, the County Office must contact OGC, through the State Office, according to 58-FI, Part 11, Section 3.

B Reset Payment Processing

If it has been determined that a bankruptcy flag setting is incorrect (such as trustee information needs to be changed), and the payment has **not** been transferred to the certifying official's Payment Worklist, the Service Center representative may click "**Reset Payment Processing**" to remove all special processing. All special processing will be removed and the payment will remain on the Service Center representative's Manual Handling Worklist, according to 1-FI, paragraph 138.

C Cancel Payments

If it has been determined that a payment should **not** be disbursed, the payment will need to be cancelled using the originating program application.