UNITED STATES DEPARTMENT OF AGRICULTURE
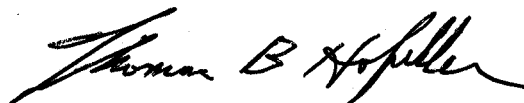Farm Service Agency
Washington DC 20250

For: State and County Offices

Financial Web Applications Data Mart (FWADM)

Approved by: Associate Administrator for Operations and Management

[signature]

1   Overview

A Background

The payment centralization release is scheduled for deployment in early December 2008. A series of FWADM financial reports are being developed to support all farm program payments, regardless of application source, routed to NPS for processing. The reports, accessible through the Hyperion reporting tool, will also support query access and reporting to replace System 36 checkwriting functionality for nonautomated program payments.

B Purpose

This notice provides:

- information on the types of data warehouse reports being developed in FWADM for all State and County Offices

- examples of the reports available

- instructions for running reports.

Disposal Date	Distribution
June 1, 2009	State Offices; State Offices relay to County Offices

1   Overview (Continued)

C Contact

County Offices shall contact the State Office. State Offices with questions about this notice should contact 1 of the following based on the type of FWADM report.

Type of Report	Contact
Payments	Brent Palmer by either of the following: • e-mail at **brent.palmer@kcc.usda.gov** • telephone at 816-823-1557.
Funds Management	Lindsay Teeple by either of the following: • e-mail at **lindsay.teeple@kcc.usda.gov** • telephone at 816-926-1443.
Financial Services	Denise Glover by either of the following: • e-mail at **denise.glover@kcc.usda.gov** • telephone at 816-926-6590.

2   Using FWADM

A Why is FWADM Necessary

Once payment centralization is implemented, NPS cannot support the type of farm program payment reporting currently provided on the System 36. The Data Warehouse provides reporting options within a specific Service Center, using role-level security.

B Type of Reports Available in FWADM

The following payment reports will be available in FWADM:

• **Signed Payment Report** which displays payment information by program(s) or date(s) that have been signed in NPS

• **Unsigned Payment Report** which displays payment request information that has not been completed (signed) in NPS by program(s) or date(s)

• **Payment and Disbursement Data by Assignment Report** which displays payment and disbursement information for assignment(s) by program(s), tax ID/tax ID type or date(s)

• **Payment and Disbursement Data by Tax ID/Tax Type Report** which displays assignee payment and disbursement information by tax ID/tax ID type, program(s), or date(s)

2   Using FWADM (Continued)

B   Type of Reports Available in FWADM (Continued)

- **On-Line Payment (OLP) Activity Report** which provides OLP payment information for a given date range for signed and canceled payments.

The funds management **Allocation and Allotment Report** consists of National, State, and county level pivot reports that provide various levels of detail. The National report provides the total allocation, allotment, collected, earmarked, and disbursed amounts for an entire program. The State and county reports break the information down to a specific State or county for the specified program.

The financial services **Customers Accounts by Bank Routing Number Report** provides a listing of all customers with an account number at a specified bank routing number. When notified of a financial institution changing their routing number, this report will assist in identifying customers of the specified bank routing number that must be updated with the new routing number.

3   FWADM Reports

A   Accessing FWADM

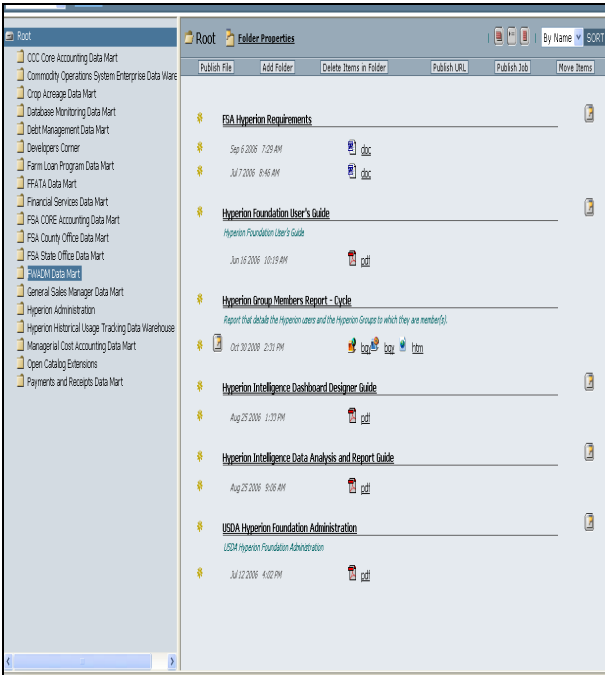Access FWADM according to the following.

Notes: All State and County Office employees must have a valid eAuthentication user ID and password to access FWADM.

A "ca" userID and password are required to access the reports. See Notice FI-2863.

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

3   FWADM Reports (Continued)

A   Accessing FWADM (Continued)

Step	Action
4	On the FSA Data Warehouse Home Page, CLICK "Hyperion Data Marts".
5	On the eAuthentication Warning Page, CLICK "Continue".
6	On the eAuthentication Login Screen, enter the eAuthenication user Id and password.
7	On the Hyperion Data Mart Root Folder Listing Screen, under "Root", CLICK "FWADM Data Mart".

3   FWADM Reports (Continued)

B   Viewing FWADM Reports

The following is an example of the FWADM Data Mart Screen and reports available in the FWADM data mart. There are 2 "bqy" icons with each report. Click on the **right** "bqy" icon to access a report.

Note: The report displayed by the right icon is more user-friendly and provides additional viewing and printing capabilities. The left icon can be used as a backup when the right icon is not available. The report associated with the left icon has less functionality and is more difficult to read.
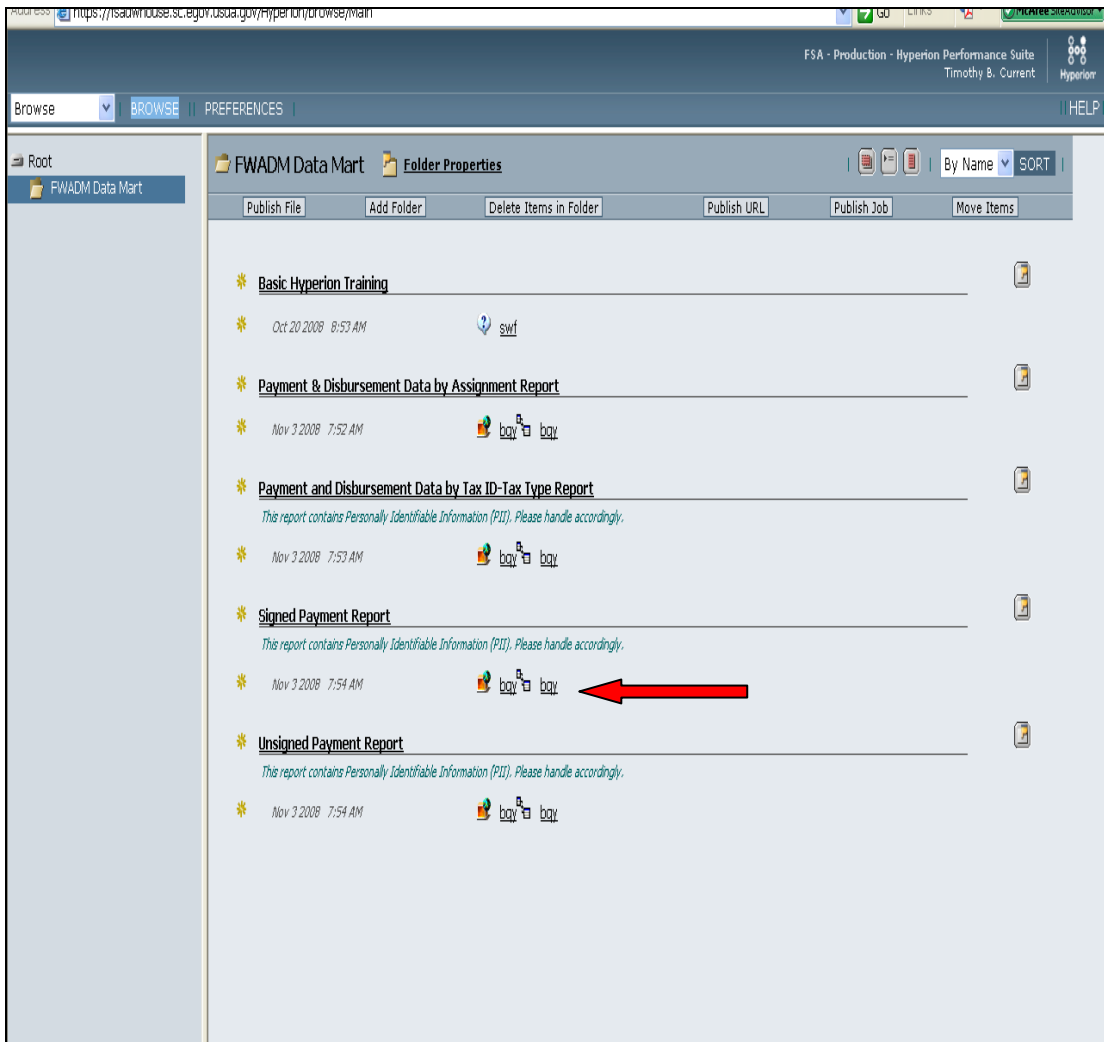
4   FWADM Report Example

A   Signed Payment Report Logon Screen

Users shall enter the "ca" user ID, password, and CLICK "Logon". The Signed Payment Report Screen will be displayed.

Notes: The password format is the users 3 initials followed by "##" and last 4 numbers of SSN. The first letter must be capitalized, such as "Abc##1234".

The logon process will take between 2-3 minutes because of the updating of all current program code listings.
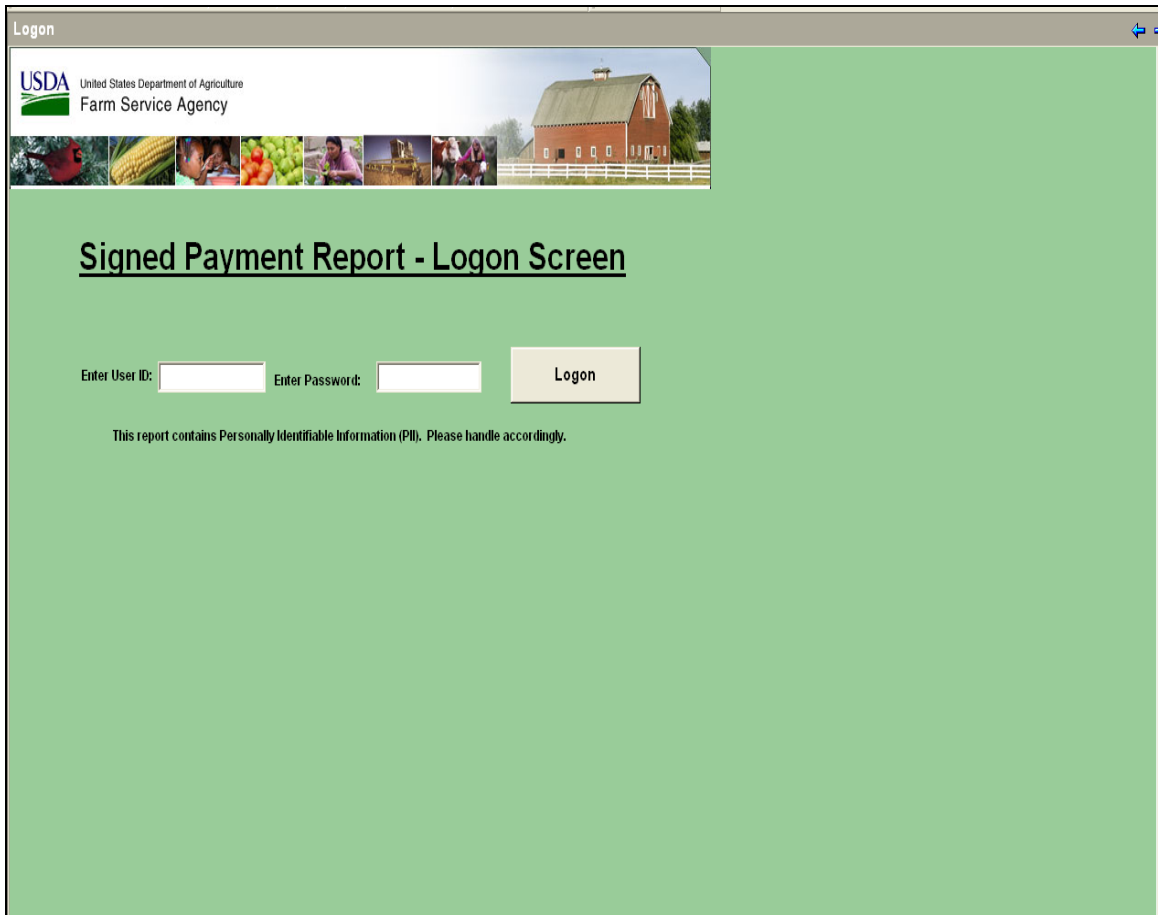
4   FWADM Report Example (Continued)

  B   Signed Payment Report - Limit Screen Example

The following report view is also known as a "dashboard" which contains a series of drop-down options.

Notes: The following example is based on a user with global access which is why all States are available from the State drop-down menu. The individual County Office user would only see their single State and county based on their "ca" user ID and password.

A sequential series of program codes can be selected by clicking on the first code and then holding the shift key and clicking on the last program code of the series. Multiple nonsequential program codes can be selected by holding the control key and clicking on the program code. Selected program codes would then be highlighted.

Users shall select the data elements and CLICK "Process Query".
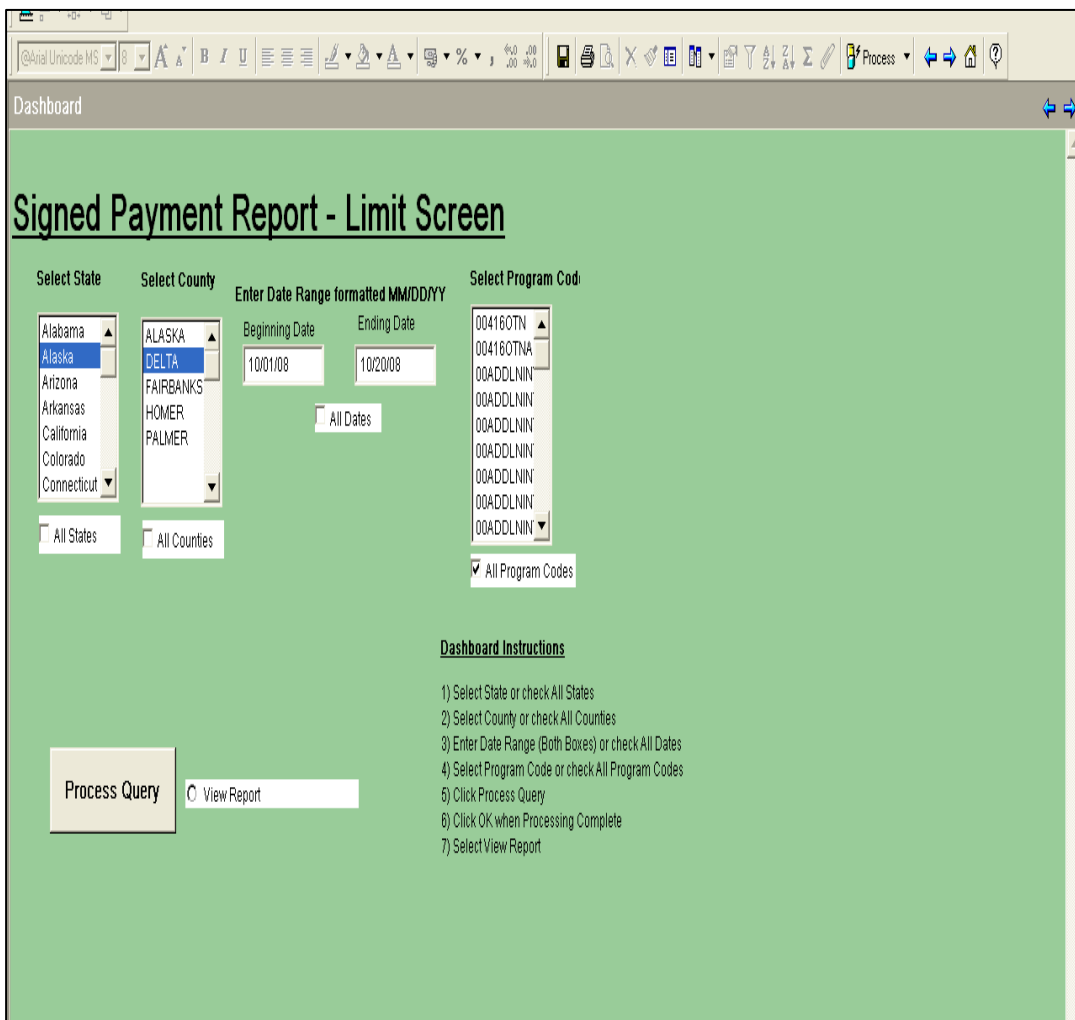
4   FWADM Report Example (Continued)

B   Signed Payment Report - Limit Screen Example (Continued)

Once the query process has been completed, the following will be displayed. CLICK "OK" and the "View Report" radio button to display the results.

4   FWADM Report Example (Continued)

C   Signed Payment Pivot Report Screen Example

The following is an example of the Signed Payment Report. To return to the "dashboard", click the back arrow button.

Note: The "Payable Number" column will display the number assigned by NPS when the payment request is accepted from the program application.

5   Additional Information

A   Timeline for FWADM Implementation

The release of the reports will coincide with the resumption of farm program payment activity on December 9, 2008.

Note: The reports will **not** contain any information involving farm loan payments.

B   Report Access

If user is unable to access reports, contact the local SLR. SLR's shall contact Security by telephone at 1-800-255-2434, option 2 and option 6 or by e-mail at **security@kcc.usda.gov**.