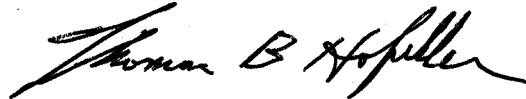


For: State and County Offices

**Online Payment (OLP) Web-Based Application**

Approved by: Associate Administrator for Operations and Management



**1 Overview**

**A Background**

OLP has been created to replace System 36 checkwriting functionality for non-automated program payments. OLP uses the Service Center Information Management System (SCIMS) payee name and address information, and the Financial Services assignment, joint payment, and direct deposit information.

OLP payment requests will interface with the National Payment Service (NPS) for certification and signing. Disbursements will be made by either of the following:

- automated clearing house
- Treasury check.

OLP is included in County Release No. 655. After installing County Release No. 655, the non-automated System 36 checkwriting/disbursement function will be disabled. All payment requests **not** initiated by an automated program application will be entered through OLP.

**Exception:** Interest penalties and additional interest penalties for payments issued through System 36 **before** installing County Release No. 655 will continue to be entered through the System 36 accounting's checkwriting/disbursement function.

**B Purpose**

This notice provides instructions for using OLP **after** installing County Release No. 655.

<b>Disposal Date</b>	<b>Distribution</b>
September 1, 2009	State Offices; State Offices relay to County Offices

## Notice FI-2874

### 1 Overview (Continued)

#### C Contacts

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

Issue	Contact
Software	National Help Desk at 800-255-2434 or 816-926-1552.  <b>Note:</b> Select option: <ul style="list-style-type: none"><li>• “1”, for problems with OLP</li><li>• “3”, for hardware and other software.</li></ul>
Policy	Any of the following: <ul style="list-style-type: none"><li>• Jackie Pickens by either of the following:<ul style="list-style-type: none"><li>• e-mail to <b>jackie.pickens@wdc.usda.gov</b></li><li>• telephone at 703-305-1310</li></ul></li><li>• Debbie Simmons by either of the following:<ul style="list-style-type: none"><li>• e-mail to <b>debbie.simmons@wdc.usda.gov</b></li><li>• telephone at 703-305-1309</li></ul></li><li>• Denise Glover by either of the following:<ul style="list-style-type: none"><li>• e-mail to <b>denise.glover@kcc.usda.gov</b></li><li>• telephone at 816-926-6590.</li></ul></li></ul>

### 2 Using OLP in State or County Offices

#### A When to Use OLP

OLP is to be used when a payment **must** be made for a program that does **not** have an automated program application that interfaces with the System 36 accounting application or NPS. The programs, associated program codes, and reference number requirements, are provided in Exhibit 1.

## Notice FI-2874

### 2 Using OLP in State or County Offices (Continued)

#### B Login to OLP

State or County Office 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 Financial Applications Screen, CLICK "FSA Financial Services"
- a Security Alert pop-up screen will be displayed, CLICK "OK".

The following eAuthentication Warning Screen will be displayed. CLICK "Continue" and the eAuthentication Login Screen will be displayed.



## Notice FI-2874

### 2 Using OLP in State or County Offices (Continued)

#### B Login to OLP (Continued)

The following is an example of the eAuthentication Login Screen. Enter a valid eAuthentication user ID and password, and CLICK “Login”.

**Quick Links**

- What is an account?
- Create an account
- Update your account

**Administrator Links**

- Local Registration Authority Login

**eAuthentication Login**

**User ID:**   
[Forgot your User ID?](#)

**Password:**   
[Forgot your Password?](#)  
[Change My Password](#)

**What's New**

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**NEW! Improvements to USDA Employee Registration**

- The new registration process provides a faster method of obtaining an eAuthentication Employee account. Click [here](#) for more information!

**Self-Service Enhancements**

- Improvements to Forgotten Password Reset and Forgotten User ID are now available. Click [here](#) for more information!

**Important! Employees and Contractors:**

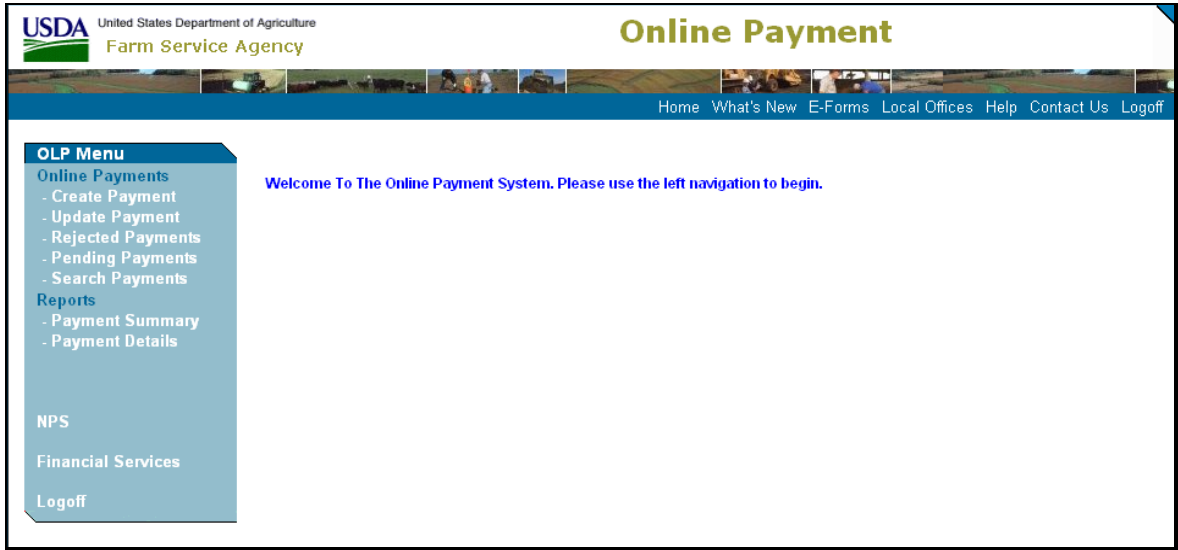
- Please update your business email and phone in your profile. Click [here](#) for additional details.

## Notice FI-2874

### 2 Using OLP in State or County Offices (Continued)

#### C Example of the Online Payment Home Page

The FSA Financial Services Home Page will be displayed, CLICK “**Online Payments**”. This is an example of the Online Payment Home Page. Under the OLP Menu on the left, users click the option of the function to be performed.



For instructions to:

- create a payment, see paragraph 3
- update a payment, see paragraph 4
- handle rejected payments, see paragraph 5
- request a payment summary report, see subparagraph 8 A
- request a payment detail report, see subparagraph 8 B.

**Notice FI-2874**

**2 Using OLP in State or County Offices (Continued)**

**D OLP Standard Links**

The following links are standard throughout OLP’s top banner to assist users with common functions.

<b>Link</b>	<b>Function</b>
Home	Returns to the Online Payments Home Page.
What’s New	Opens a Web session at the FSA Internet Home Page.
E-Forms	Links users to Government e-forms.
Local Offices	Opens a Web session at the USDA Internet Home Page.
Help	Opens a Web session at the FSA Intranet Help Home Page.
Contact Us	Allows users to send an e-mail to the National Help Desk.
Logoff	Allows users to log off Financial Services.

The following links are standard throughout OLP’s left banner to assist users with common functions.

<b>OLP Menu Link</b>	<b>Function</b>
Online Payments: Create Payment	Allows users to initiate a new payment request (paragraph 3).
Online Payments: Update Payment	Allows users to modify or cancel a payment request (paragraph 4). If the payment has been signed, the modification will create: <ul style="list-style-type: none"> <li>• an additional payment, if the amount increased</li> <li>• a receivable, if the payment amount decreased.</li> </ul>
Online Payments: Rejected Payments	Allows users to resend or correct a rejected payment request (paragraph 5).
Online Payments: Pending Payments	See paragraph 6.
Online Payments: Search Payments	See paragraph 7.
Reports: Payment Report	Allows users to enter selection criteria for a summary payment report (subparagraph 8 A).
Reports: Payment Details	Allows users to enter selection criteria for a detailed report of payment information (subparagraph 8 B).
NPS	Links users to NPS.
Financial Services	Links users to FSA Financial Services Home Page.
Logoff	Allows users to log off Online Payments.

**E Online Help**

Online help will be available throughout OLP. CLICK “circle with a question mark” on the right top portion of the screen.

### 3 Create Payment Option

#### A Beginning the Payment Request

The following screen will be displayed when users CLICK “Create Payment”.

To begin the payment request, users shall do the following:

- use the drop-down menu to select the State / County to which the payment is applicable
- enter the Program Code for the payment request (see Exhibit 1)
- CLICK:
  - “Select”, to continue; the SCIMS Customer Search Screen will be displayed
  - “Reset”, to remove the program code and reset the State and county.

The screenshot displays the USDA Online Payment system interface. At the top, the USDA logo and 'United States Department of Agriculture Farm Service Agency' are on the left, and 'Online Payment' is on the right. A navigation bar includes links for Home, What's New, E-Forms, Local Offices, Help, Contact Us, and Logoff. The main content area is titled 'Online Payments : Create Payment - Customer Search' with a help icon. On the left is an 'OLP Menu' with options for Online Payments (Create, Update, Rejected, Pending, Search), Reports (Payment Summary, Payment Details), NPS, Financial Services, and Logoff. The main form area has two sections: 'State / County' with a dropdown menu showing 'ID (16) - Boise (015)' selected, and 'Program Code' with an empty text input field. Below these are 'Select' and 'Reset' buttons.

3 Create Payment Option (Continued)

B Payee Selection

This is an example of the SCIMS Customer Search Screen.

USDA United States Department of Agriculture

SCIMS Customer Search

Please Select A Customer

**Location**

State: IDAHO County (Optional): GEM

Service Center (Optional): EMMETT SERVICE CENTER

Service Center Details National Search:

**Type**

Individual  Business  Both

Active  Active and Inactive

**Name**

Starts With  Exact Match

Last or Business:

First:

**Tax ID**

ID:

ID Type: SELECT ONE

Whole ID  Last 4 Digits

**Other**

Common Name:

Zip Code:

Phone No:

Search Reset Cancel

See 1-CM for instructions on completing the SCIMS Customer Search Screen and selecting the customer.

**Note:** The customer **must** have a valid tax ID number.

After the customer is selected, the Online Payments: Create Payment – Payment Entry Screen will be displayed.



## Notice FI-2874

### 3 Create Payment Option (Continued)

#### C Entering Payment Information

This is an example of the Create Payment – Payment Entry Screen.

The screenshot displays the 'Online Payment' interface for the 'Create Payment - Payment Entry' screen. The user is identified as FRED POPPER. The form includes the following fields and options:

- Payment Amount:** \* \$ [ ] (\* )Indicates Required
- Confirm Amount:** \* \$ [ ]
- Submission Date:** \* 12 / 01 / 2008 (MM/DD/YYYY)
- Prompt Pay Due Date:** \* [ ] / [ ] / [ ] (MM/DD/YYYY)
- APPLICATION NUMBER:** \* [ ]
- Alternate Payee:**
- Comment Line 1:** [ ]
- Comment Line 2:** [ ]
- Comment Line 3:** [ ]
- Comment Line 4:** [ ]

Buttons for 'Add' and 'Reset' are located at the bottom of the form.

Entries are **required** in the following fields.

- Payment Amount.
- Confirm Amount; **must** match the originally entered payment amount.
- Submission Date. The date defaults to the current date, but can be changed up to 45 calendar days in the future. OLP will send the payment request to NPS 1 **workday before** the Date, or immediately if the Submission Date is the current date.
- Prompt Pay Due Date, if the program is subject to prompt payment rules. If Submission Date is:
  - current date, then Prompt Pay Due Date **cannot** be greater than 30 calendar days from Submission Date
  - greater than the current date, then Prompt Pay Due Date **cannot** be:
    - less than calendar Date
    - greater than 30 calendar days from calendar Date.

### 3 Create Payment Option (Continued)

#### C Entering Payment Information (Continued)

- Reference Number. The type of reference number will **vary** based on the type of reference number associated with the payment request. The number can be alpha numeric but **cannot** exceed 12 characters and **cannot** contain special characters.

**Note:** The title of the block, in this example, “APPLICATION NUMBER”, will identify the type of reference number required for the program code.

If there is a secondary reference number, a field will be displayed for entry. A secondary reference number is **not** required.

If the program allows an alternate payee to receive funds, a check (✓) box will be displayed, as shown in this example. CHECK (✓) “Alternate Payee” to make the payment payable to a third party.

If users enter information in Comment Lines 1 to 4 that are free form entries, the information will be displayed on the Disbursement Transaction Statement.

CLICK either of the following:

- “**Add**”, to complete the payment request; the Create Payment – Payment Detail Screen will be displayed
- “**Reset**”, to reset the input to blank.

3 Create Payment Option (Continued)

D Payment Information Confirmation

This is an example of the Create Payment – Payment Detail Screen.

The screenshot displays the USDA Online Payment interface. At the top, it shows the USDA logo and 'Farm Service Agency' on the left, and 'Online Payment' on the right. A navigation bar includes links for Home, What's New, E-Forms, Local Offices, Help, Contact Us, and Logoff. The main content area is titled 'Online Payments : Create Payment - Payment Detail'. A blue information box states: 'The payment has been successfully created. This payment request must be certified and signed in NPS.' Below this, a table provides payment details for FRED POPPER:

<b>FRED POPPER</b>	<b>Payment ID:</b>	7135110
<b>Tax ID:</b> xxxxx	<b>State / County:</b>	Idaho (16) - Boise (015)
<b>Status:</b> SUBMITTED	<b>Program Code:</b>	07MIPP <b>Business Type:</b> 00
<b>Amount:</b> \$ 276.00	<b>Current Balance:</b> \$ 276.00	<b>Request ID:</b> 2370

Additional details listed below the table include:  
**Payment Amount:** \$ 276.00  
**Creation Date:** 12/01/2008  
**Submission Date:** 12/01/2008  
**Prompt Pay Due Date:** 06/17/2008  
**APPLICATION NUMBER:** 1234  
**Alternate Payee:** No  
**Comment1:** Payment was held pending measurement service.  
**Comment2:**  
**Comment3:**  
**Comment4:**

An 'OK' button is visible at the bottom left of the screen.

An OLP informational message will be displayed that the payment was successfully completed, and the date that the payment will be sent to NPS for certification and signing.

**Note:** There is no date in the message because the submission date was the same day, rather than a future date. The date will be displayed if the submission date is any date other than the current date.

CLICK “OK” to accept. The Online Payment Customer Search Screen will be displayed.

## 4 Update Payment Option

### A What Can be Updated for a Pending Payment Request or a Rejected Payment Request

A pending payment request is a payment that was entered in OLP with a Submission Date greater than the current date. The payment is pending until the payment is sent to NPS on the workday before the submission date.

A rejected payment request is a payment request that failed funds control validations so was **not** sent to NPS. The payment request is stored in OLP until modified or deleted.

A payment request that is pending or rejected can be updated to change the:

- program code
- payment amount
- payment issue date
- prompt payment due date
- reference number
- comment lines.

**Note:** The payment may also be deleted entirely.

### B What Can be Updated for a Submitted Payment Request

A submitted payment request is a payment request that has been sent to NPS. Once a payment request is submitted to NPS, **only** the payment amount can be updated. If the payment amount is updated, and the payment request:

- has **not** been signed in NPS, the payment amount will be changed
- has been signed in NPS, and the payment amount is:
  - increased, an additional payment will be generated
  - decreased, a receivable will be established for the amount of the decrease.

### C What Cannot be Updated

Users may **not** update the tax ID or State/county for any payment request. The payment **must** be deleted if either of these is incorrect.

## Notice FI-2874

### 4 Update Payment Option (Continued)

#### D Completing Update Payment – Payment Search Screen

On the Online Payment Customer Search Screen, CLICK “**Update Payment**”. The Online Payments: Update Payment – Payment Search Screen will be displayed.

The screenshot shows the 'Online Payment' search interface. The header includes the USDA logo and navigation links. The main search area is titled 'Online Payments : Update Payment - Search'. It contains several search criteria: 'State / County \*' (ID (16) - Boise (015)), 'Program Code', 'Payment Status \*' (All), and 'Submission Date Range \*' (Begin: 12 / 01 / 2008, End: 12 / 01 / 2008). There are also radio buttons for 'Additional Search Criteria' (None, Tax ID, Last Name, Business Type) and input fields for 'Tax ID Type', 'First Name', and 'Request ID \*'. Search and Reset buttons are provided for each section.

Users can enter specific search criteria to find the payment, or enter the payment request ID when the request ID is known. To enter specific search criteria when the request ID is **not** known:

- from the State / County drop-down menu, select the State and county
- enter the program code of the payment
- from the Payment Status drop-down menu, select the payment status as follows:
  - “pending”, if the payment has **not** been sent to NPS
  - “rejected”, if the payment failed funds control validations
  - “submitted”, if the payment has been sent to NPS
- in the Submission Date Range, enter the beginning and ending submission date range; the submission date is the date that was entered by users when creating the payment (subparagraph 3 C).

## Notice FI-2874

### 4 Update Payment Option (Continued)

#### D Completing Update Payment – Payment Search Screen

CLICK either of the following:

- “**Search**”, to process the selection; the Update Payments – Search Results Screen will be displayed
- “**Reset**”, to reset the values to blank.

If the payment request ID is known, enter the payment request ID, and CLICK “**Search**”.

#### E Payment Selection on the Update Payment – Search Results Screen

This is an example of the Update Payment – Search Results Screen.

USDA United States Department of Agriculture  
Farm Service Agency

Online Payment

Home What's New E-Forms Local Offices Help Contact Us Logoff

OLP Menu  
Online Payments  
- Create Payment  
- Update Payment  
- Rejected Payments  
- Pending Payments  
- Search Payments  
Reports  
- Payment Summary  
- Payment Details

NPS  
Financial Services  
Logoff

Online Payments : Update Payment - Search Results ?

Search Criteria

State/County	16 015	Program Code	Status	All
Business Type		Last Name	First Name	
Tax ID		Tax ID Type	Request ID	
Submission Date Range	12/01/2008 to 12/01/2008			

The payment information can be updated for a payment by clicking on the Request ID link.  
Only the payment amount can be corrected for submitted payments.

Request ID	Name	Tax ID	Program Code	Bus Type	Primary Ref. No.	Payment Amount (\$)	Creation Date
<a href="#">2370</a>	FRED POPPER	xxxxx	S 07MIPP	00	1234	276.00	12/01/2008

Under Request ID, CLICK “link” for the applicable payment to be updated. If the Payment Status is:

- “**Pending**”, the Update Payment – Payment Detail Screen will be displayed (see paragraph F)
- “**Submitted**”, the Update Payment – Payment Detail Screen will **only** allow the amount to be updated (see paragraph G).

## Notice FI-2874

### 4 Update Payment Option (Continued)

#### F Completing Update Payment – Payment Detail Screen for a Pending Payment

This is an example of the Update Payment – Payment Detail Screen for a pending payment.

The screenshot displays the USDA Online Payment interface. At the top, it shows the USDA logo and 'United States Department of Agriculture Farm Service Agency' on the left, and 'Online Payment' on the right. A navigation bar includes links for Home, What's New, E-Forms, Local Offices, Help, Contact Us, and Logoff. The main content area is titled 'Online Payments : Update Payment - Payment Detail' with a help icon. On the left is an 'OLP Menu' with options for Online Payments (Create, Update, Rejected, Pending, Search), Reports (Payment Summary, Payment Details), NPS, and Financial Services. The main area shows details for 'JIMMIE DOOLEY': Tax ID: xxxxxx S, State / County: Idaho (16) - Boise (015), Status: PENDING, Program Code: 07MIPP, Business Type: 00, Amount: \$ 214.00, Current Balance: \$ 214.00, Request ID: 2372. Below this, it lists: Payment Amount: \$ 214.00, Creation Date: 12/01/2008, Submission Date: 12/15/2008, Prompt Pay Due Date: 12/17/2008, APPLICATION NUMBER: 2231, Alternate Payee: No, and four comment fields. At the bottom are buttons for 'Update Program Code', 'Update Payment', 'Delete Payment', and 'OK'.

When the payment request is in pending or rejected status, the following selections are available on the Update Payment – Payment Detail Screen:

- **“Update Program Code”**, allows users to change the program code **only**
- **“Update Payment”**, allows users to update the:
  - payment amount
  - payment issue date
  - prompt pay due date
  - reference number
  - comments
- **“Delete Payment”**, removes the entire payment request
- **“OK”**, returns users to the Update Payment – Search Results Screen without making any changes.

## Notice FI-2874

### 4 Update Payment Option (Continued)

#### G Update Payment – Payment Detail in Submitted Status, Not Signed Confirmation

This is an example of the Update Payment – Payment Detail Confirmation Screen when a payment that was submitted to NPS, but is **not** signed, is updated.

The screenshot displays the USDA Online Payment interface. At the top, it shows the USDA logo and 'Farm Service Agency' on the left, and 'Online Payment' on the right. A navigation bar includes links for Home, What's New, E-Forms, Local Offices, Help, Contact Us, and Logoff. The main content area is titled 'Online Payments : Update Payment - Payment Detail'. It shows details for a payment made to 'FRED POPPER' with a Payment ID of 7135111. The tax ID is masked as 'xxxxxx S', and the state/county is 'Idaho (16) - Boise (015)'. The status is 'SUBMITTED', the program code is '07MIPP', and the business type is '00'. The amount is \$267.00, and the current balance is also \$267.00. A request ID of 2371 is shown. A blue information box states: 'The payment of \$276.00 has been cancelled and new payment of \$267.00 has been created successfully. This payment request must be certified and signed in NPS.' Below this, there is a 'Payment Information: Detail' link and a table with the following data:

Payment ID	Amount(\$)	Submission Date	Status
7135110	276.00	12/01/2008	CANCELLED

At the bottom left of the main content area, there is an 'OK' button. A sidebar on the left contains an 'OLP Menu' with options like 'Create Payment', 'Update Payment', 'Rejected Payments', 'Pending Payments', and 'Search Payments'. Below the menu are links for 'NPS', 'Financial Services', and 'Logoff'.

Users can click either of the following:

- Payment Information “**Detail**” link, to see the details of the payment
- “**OK**”, to return to the Update Payment – Search Results Screen.



4 Update Payment Option (Continued)

H Correcting Payment Amounts of Signed Payments

When the amount of a signed payment is decreased, an overpayment receivable is created. This is an example of the Overpayment – Overpayment Entry Screen when a payment that was signed in NPS is reduced.

The screenshot shows the 'Online Payment' interface for the USDA Farm Service Agency. The main heading is 'Online Payments : Overpayment - Overpayment Entry'. A table displays payment details for 'FIRST BANK OF BOISE' with a Payment ID of 7135081. Below the table, there are several input fields: 'Current Balance: \$ 35.70' (with a red asterisk indicating it is required), 'Correct Balance: \$ 15.75', 'Overpayment Amount: \$ 19.95', 'Penalty Program Code 1' (set to 'None'), 'Penalty Charge Amount 1' (empty), 'Penalty Program Code 2' (set to 'None'), 'Penalty Charge Amount 2' (empty), 'Debt Reason Code' (set to 'Select One'), and 'Receivable Due Date' (set to 12/01/2008). At the bottom, there are 'Add', 'Reset', and 'Exit' buttons.

On the Overpayment – Overpayment Entry Screen, enter the following:

- from the Penalty Program Code drop-down menus, select penalty program codes associated with the overpayment
- Penalty Charge Amounts, if applicable
- from the Debt Reason Code drop-down menu, select the debt reason code
- Receivable Due Date; the date defaults to the current date, but may be changed.

Click 1 of the following:

- “**Add**”, to complete the process
- “**Reset**”, to reset the fields to blank
- “**Exit**”, to return to the Payment Detail Screen **without** saving changes.

## 5 Rejected Payments Option

### A Why a Payment Rejects

A payment will be rejected, but saved, when the information on the payment request has passed validations, but the payment **cannot** be submitted to NPS. The most common reason a payment will be rejected is if funds are **not** available in the e-funds control application when the payment request is initiated. There may be other technical issues that can cause a payment to be rejected; for instance, if NPS is temporarily offline.

### B Selecting Rejected Payments to Retry

When the reason for the payment rejection is corrected, a rejected payment can be completed. Under OLP Menu, CLICK **“Rejected Payments”**. Payments in rejected status will be displayed. This is an example of the Rejected Payments Screen.

The screenshot shows the USDA Online Payment interface. At the top, it says "USDA United States Department of Agriculture Farm Service Agency" and "Online Payment". A navigation bar includes "Home", "What's New", "E-Forms", "Local Offices", "Help", "Contact Us", and "Logoff". On the left is an "OLP Menu" with options like "Create Payment", "Update Payment", "Rejected Payments", "Pending Payments", "Search Payments", "Reports", "Payment Summary", and "Payment Details". Below the menu is a section for "NPS" and "Financial Services" with a "Logoff" button.

The main content area is titled "Online Payments : Rejected Payments" with a help icon. Below this is a text instruction: "To retry submission of multiple rejected payments to NPS, select the desired payments and click the 'Retry' button. To retry submission of an individual rejected payment to NPS, click the Request ID link." Below the text is a table of rejected payments:

Select	Request ID	Name	Tax ID	Program Code	Bus Type	Primary Ref. No.	Payment Amount (\$)	Creation Date
<input type="checkbox"/>	<a href="#">2375</a>	FRED POPPER	xxxxx	S 06NAPAUTH 00	1		389.00	12/01/2008
<input type="checkbox"/>	<a href="#">2369</a>	GLORIA ASHMORE	xxxxx	S 05LAP	00	1234	125.00	12/01/2008

At the bottom right of the table area is a "Retry" button.

To select the payments to retry, do 1 of the following:

- under Request ID, click link next for applicable payment request ID to correct payment information **before** retrying an individual payment
- under Select, CLICK box for **all** payments and CLICK **“Retry”**
- under Select, CLICK **only** box next to applicable payments and CLICK **“Retry”**.

## 5 Rejected Payments Option (Continued)

### C Retrying Rejected Payment

If users selected a payment or multiple payments to retry, the system will immediately retry the payment with the information that was previously entered. If the reason for the rejection:

- has been corrected, the payment will be submitted to NPS
- has **not** been corrected, the payment will reject again and the reason for the rejection will be displayed.

If users selected an individual payment to retry, the reason the payment request failed will be displayed and allow users to make changes to the payment **before** retrying the payment. Users may do any of the following:

- **“Update Program Code”**, allows users to change the program code **only**
- **“Update Payment”**, allows users to update the:
  - payment amount
  - payment issue date
  - prompt pay due date
  - reference number
  - comments
- **“Delete Payment”**, removes the entire payment request.

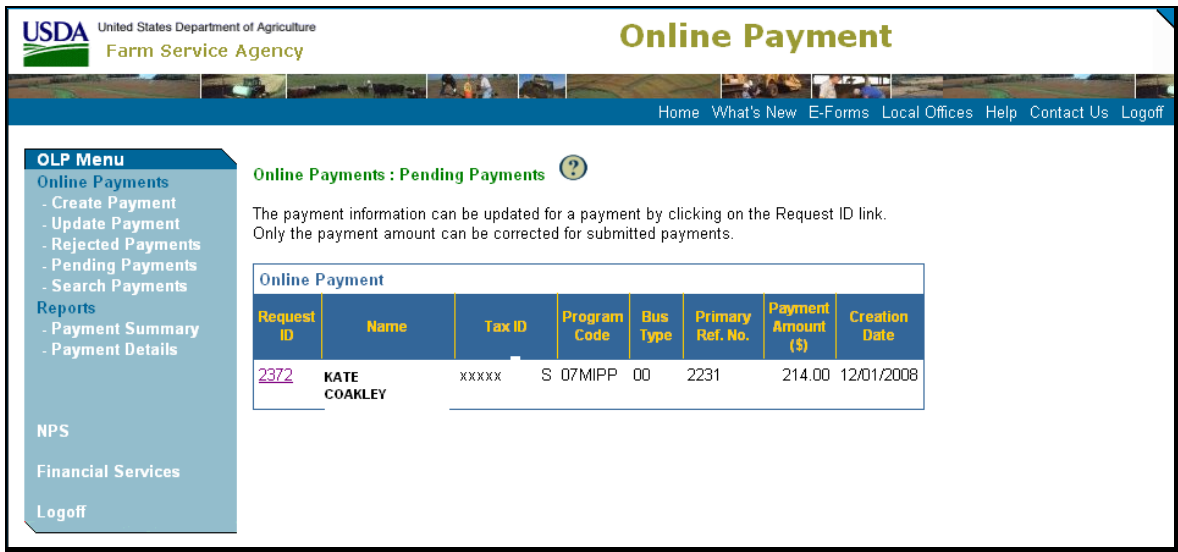
**6 Pending Payments Option**

**A What Payments Are Pending**

A payment will be held in the pending file until the day before the payment submission date. This option is **only** available to view the payments. Any modifications to the pending payment **must** be done by clicking “Update Payment” under OLP Menu.

**B Viewing Pending Payments**

This is an example of the Pending Payments Screen.



**7 Search Payments Option**

**A What is the Function of the Search Payments Option**

The Search Payments Option allows users to search for payments that are:

- cancelled
- pending
- rejected
- submitted to NPS.

**B Using Search Payment Option**

The screen and functions are explained in subparagraph 4 D.

## 8 Reporting Capabilities

### A Payment Summary Option

The Payment Summary link is used to request a summary report of payments. The information in this report is limited to summary detail **only**. When users CLICK “**Payment Summary**”, the Payment Summary – Payment Search Screen will be displayed. The Payment Summary – Payment Search Screen is divided into 2 sections.

The top section provides search functionality when the Request ID is **unknown**. When users complete the required fields, they can click either of the following:

- “**Search**”, if users CLICK “Search”, they **must** complete the following fields:
  - State/County
  - Program Code
  - Payment Status
  - Due Date Range Begin and End
  - Additional Search Criteria; 1 of the following fields **must** be completed:
    - None
    - Tax ID and Tax ID Type
    - Last Name and First Name
    - Business Type
- “**Reset**”, to reset the fields to blank.

The bottom section provides search functionality when the Request ID is **known**.

If the Search button is selected for either search function, the Online Payment Summary Report will be displayed.

### B Payment Details Option

The Payment Details link is used to select a detailed report of payment information. The search criteria are the same as the Payment Summary link, but the results will display additional detail, including:

- initial payment amount
- overpayments
- underpayments
- corrections.

**Note:** Examples of the reports were **not** available for inclusion in this notice.

**OLP Program Codes**

OLP is to be used when a payment **must** be made for a program that does **not** have an automated program application that interfaces with the System 36 accounting application or NPS. The following are programs, associated program codes, and reference number requirements for OLP.

**A Concentration Banking System**

<b>Program</b>	<b>OLP Program Code</b>	<b>Primary Reference Number</b>
Reimbursement to local financial institution for overdrawn account balances caused by excessive transfer of deposits.	LDREF	CCC-257 Schedule Number
Dishonored Checks	DISHCK	CCC-257 Schedule Number
Local Depository Service Fees	LDBANK	Account Number

**B Conservation Program Codes**

<b>Program</b>	<b>OLP Program Code</b>	<b>Primary Reference Number</b>
NRCS Grassroots Source Water Protection Program, 2003 and 2005	XXSOURCE, where XX is 03 or 05	Control Number
CRP Signup Misaction or Misinformation, 1998 to 2009	XXCRPCANCEL, where XX is contract year 98 to 09	Contract Number
CRP Riparian Buffer Incentive, 1999 to 2009	XXCRPRBI, where XX is contract year 99 to 09	Contract Number
CRP Wetlands Restoration Incentive, 1998 to 2009	XXCRPWRI, where XX is contract year 98 to 09	Contract Number
CRP Practice Incentive, 2000 to 2009	XXCRPPRI, where XX is contract year 00 to 09	Contract Number
CRP Signup Incentive, 2000 to 2009	XXCRPSGNI, where XX is year 00 to 09	Contract Number
CRP Private Sector Technical Assistance, 2005 to 2009	XXCRPPTA, where XX is year 05 to 09	Purchase Order Number
NRCS Agricultural Management Assistance Program, 2001 to 2003	XXAMAPN, where XX is year 01 to 03	Contract Number
ECP Technical Assistance for Southern California	ECPSOCATA	Control Number
ECP With Adjusted Gross Income Provisions Technical Assistance	ECPAGITA	Control Number
Correction of Canceled CRP Payments with Reduction for Haying and Grazing, 1986 to 2009	XXHAYGRZ, where XX is contract year 86 to 09	Contract Number
Correction of Canceled CRP Payments with Reduction for Managed Haying and Grazing, 1986 to 2009	XXMANHAYGRZ, where XX is contract year 86 to 09	Contract Number
Correction of Canceled CRP Payments with Reductions for Unauthorized Use, 1986 to 2009	XXCRPRED, where XX is contract year 86 to 09	Contract Number
WRP Permanent Easements, 1997 to 2002	XXWRPPERM, where XX is contract year 97 to 02	Contract Number

**OLP Program Codes (Continued)**

**C Disaster Program Codes**

<b>Program</b>	<b>OLP Program Code</b>	<b>Primary Reference Number</b>
2005 Livestock Assistance Program	05LAP	Control Number
2005 American Indian Livestock Assistance Program	05AFP	Control Number
2005 Livestock Indemnity Program	05LIPH	Control Number
1999 and 2000 Crop Disaster Program	XXCDPAUTH, where XX is program year 99 or 00	Farm Number
2000 Quality Loss Program	00QLPAUTH	Farm Number
2001 to 2002 Crop Disaster Assistance Program	01-02CDP	Control Number
2001 to 2001 Sugar Beet Disaster Program	01-02SDP	Control Number
1998 to 2006 NAP	XXNAPAUTH, where XX is program year 98 to 06	Control Number
2005 Crop Disaster Assistance Program	05CDP	Farm Number
2005 Tree Indemnity Program	05TIPH	Control Number
2005 Feed Indemnity Program	05FIPH	Control Number
2005 Texas Sugarcane Storage and Transportation Program	05TXSUG	Control Number
2005 Florida Sugarcane Program	05SUGARH	Control Number
1998 to 2001 Market Loss Assistance Program	XXMLAAUTH, where XX is program year 98 to 01	Farm Number

**D DCP Codes**

<b>Program</b>	<b>OLP Program Code</b>	<b>Primary Reference Number</b>
2002 to 2006 Direct Payments under DCP	XXNADCPDP, where XX is year 02 to 06	Farm Number
2002 to 2006 Counter Cyclical Payments under DCP	XXNADCPCC, where XX is year 02 to 06	Farm Number

OLP Program Codes (Continued)

E Loan Program Codes

Program	OLP Program Code	Primary Reference Number
2000 to 2009 Farm Storage Facility Loan Non-Recoverable Costs	XXFSFLAME, where XX is programs year 00 to 09	Loan Number
2001 to 2009 Farm Storage Facility Loan Filing or Recording Fees	XXFSFLRF, where XX is program year 01 to 09	Loan Number
2004 to 2006 Sugar Storage Facility Loan Recording Fees	XXSSFLRF, where XX is program year 04 to 06	Account Number
Dairy Export Incentive Program Performance Security Deposits	DEIPERSEC	Contract Number
Filing or Recording Fees for a Single Commodity	RFCOMM, where COMM is see 1-FI, Exhibit 5 for commodity codes.	Account Number
Filing or Recording Fees for Multiple Commodities	REMUL	Account Number
Lab Fees for Grading Samples of CCC Collateral Grain Under Reserve Loans	Lab	Loan Number
1998 to 2007 Cotton Loan Clerk Fees	XXCNFE	Loan Number
1998 to 2008 Cotton Loan Interest	XXCNIN, where XX is 98 to 08	CCC-257 Schedule Number
Prepaid Account for UCC Filing and Search Fees	UCC, for State Office use <b>only</b> .	Account Number

F Other Program Codes

Program	OLP Program Code	Primary Reference Number
1998 to 2009 Graduated Payment Reduction	XXGPR, where XX is program year 98 to 09	Farm Number
2004 to 2005 Dairy Producers Losses Program	XXDAIRYLOSSH, where XX is 04 or 05	Application Number
Miscellaneous Expense for which a program code is <b>not</b> provided	MISCEXP	Agreement Number
Refunds to Producers for Receivable Collection After Transfer to Claim	RCVBLREF	CCC-257 Schedule Number
Refund of Measurement Service Fees Collected	MEASVS	Control Number
Service Fees for Yields	YIELDSF	Farm Number
Payments Made under the 90 Day Rule	90DAYRULE	Control Number
1998 to 2007 DIPP	XXMIPP, where XX is program year 98 to 07	Application Number