UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
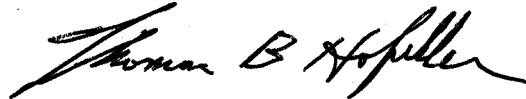Washington, DC 20250

For: State and County Offices

Processing Payments Using the National Payment Service (NPS)

Approved by: Associate Administrator for Operations and Management

[signature: Thomas B Hofeller]

1   Overview

A Background

NPS is a centralized, web-based payment processing application that interfaces with a web-based program application to complete the payment process for the program. As existing program applications are migrated to the web environment, or new programs are developed initially as web applications, the applicable program division will determine whether the payments will be issued using NPS or System 36/AS 400 program application software. With County Release No. 655, all program payment requests initiated from the System 36/AS 400 will be passed to the web so that payments are made using NPS. State and County Office employees are authorized access to NPS and their roles are established in the security database.

The next web software deployment for NPS:

- requires all System 36/AS 400 program payment requests to be processed, certified, and signed within the NPS web application

- adds new functionality for an alternate payee.

B Purpose

This notice provides instructions for County Office employees to use NPS.

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

1   Overview (Continued)

C Contact

If there are questions about this notice, State Offices 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 in this notice	Contact 1 of the following:
	
	• Debbie Simmons by:
	
	  • e-mail at **debbie.simmons@wdc.usda.gov**
	  • telephone at 703-305-1309
	
	• Jackie Pickens by:
	
	  • e-mail at **jackie.pickens@wdc.usda.gov**
	  • telephone at 703-305-1310
	
	• Nancy Sanders by:
	
	  • e-mail at **nancy.sanders@kcc.usda.gov**
	  • telephone at 816-926-6971.

2   Using NPS in County Offices

A   Login to Web Site

County Office employees **must** have a valid eAuthentication user ID and password to login and established role by FSA Security to access the NPS web site. To login to the web site from the FSA Intranet Home Page, under "Links", CLICK "FSA Applications". Under "Financial Services", CLICK "Financial Applications". The FSA Intranet Financial Applications Home Page will be displayed.

CLICK "National Payment Services". The following screen will be displayed.
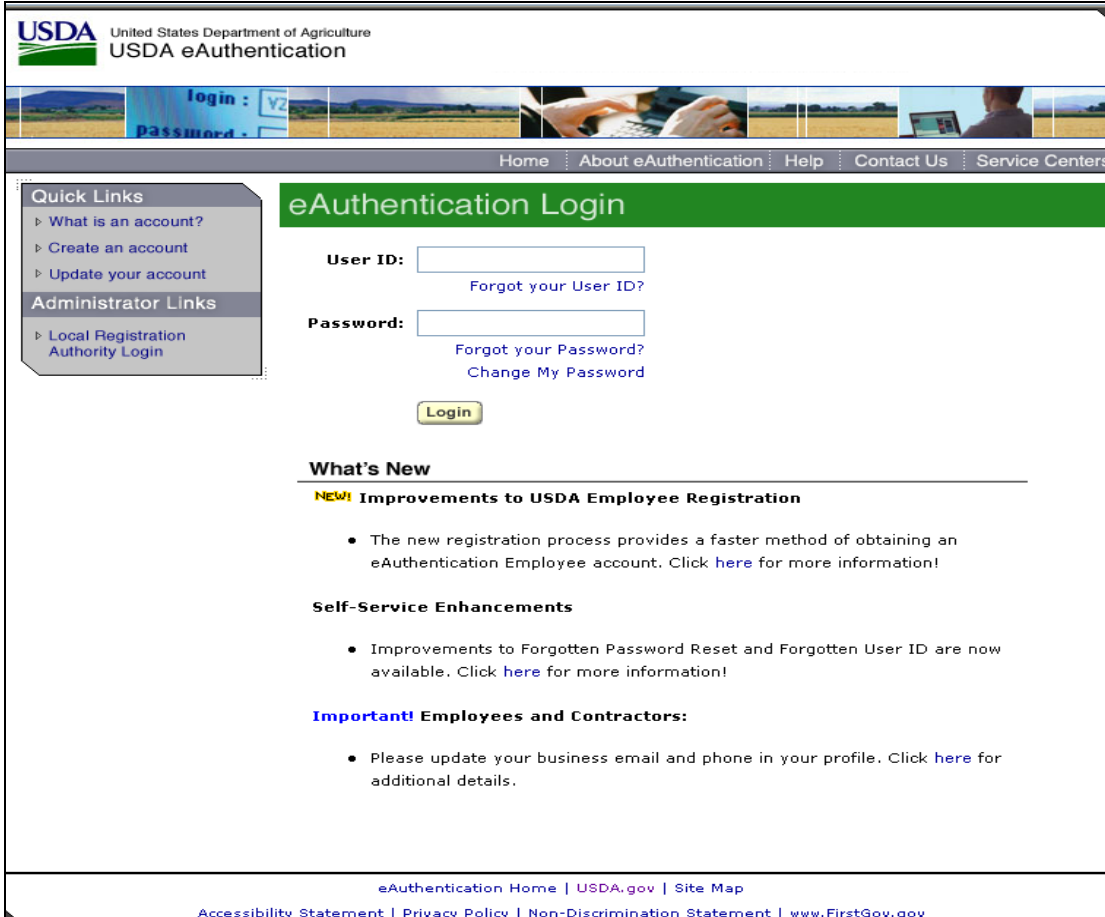
CLICK "Continue" and the eAuthentication Login Screen will be displayed.

2   Using NPS in County Offices (Continued)

A   Login to Web Site (Continued)

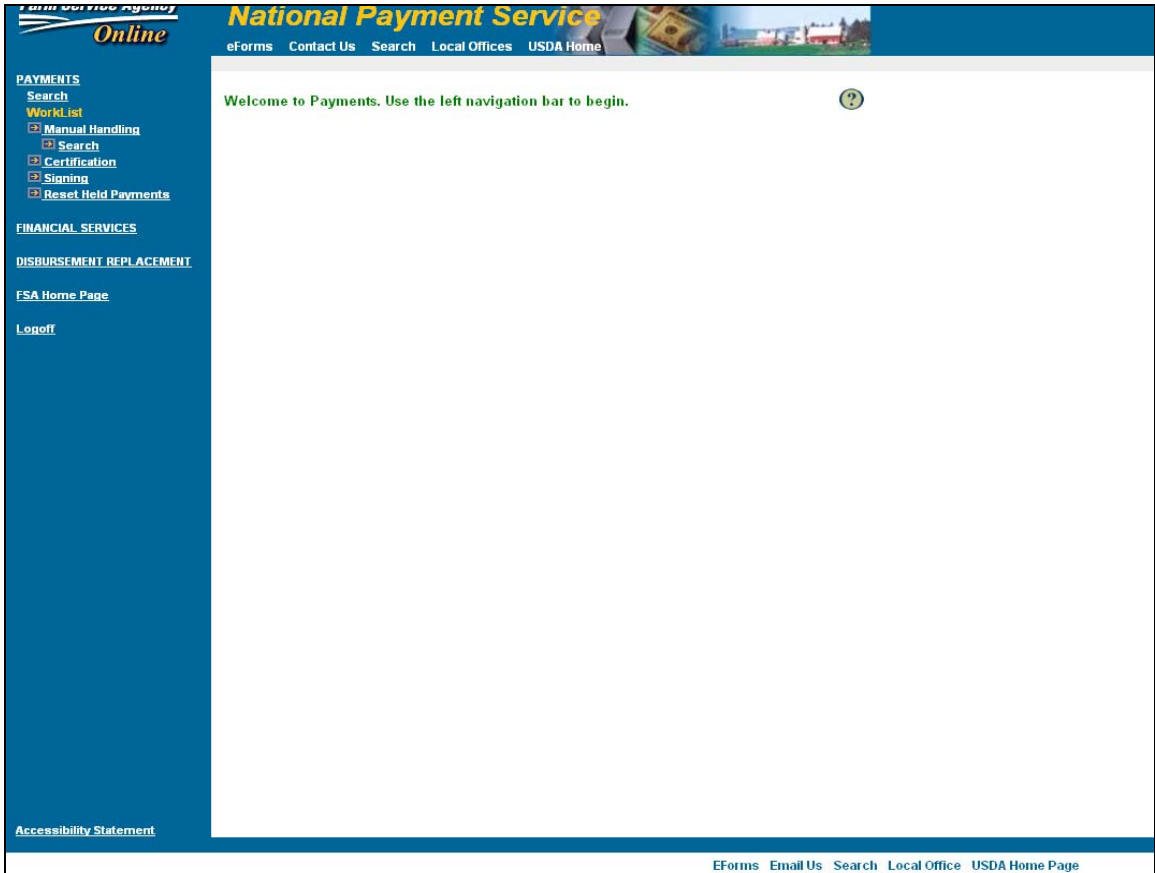This is an example of the eAuthentication Login Screen to enter the user ID and password.

Enter a valid eAuthentication user ID and password and CLICK "Login".

2   Using NPS in County Offices (Continued)

A   Login to Web Site (Continued)

If a valid user ID and password are entered, the following NPS Welcome Screen will be displayed.

The worklists displayed in the banner on the left side of the screen are determined by the user's ID security access level. One or more of the following will be displayed:

- Service Center Representative's Manual Handling Worklist
- Certifying Official's worklist
- Signing Official's worklist.

If the user ID has more than 1 role, then the banner on the left side of the screen will allow the user to change roles.

2   Using NPS in County Offices (Continued)

B   Standard Links in NPS

The following links are standard through the web application to assist users with common functions.

Button	Function
E-Forms	Link to Government electronic forms.
Contact Us	Sends e-mail to the Help Desk.
Search	Search for items on the USDA/FSA Intranet.
Local Offices	Search to locate the local office.
USDA Home	Link to USDA's Home Page.
Payments	Returns to the NPS Welcome Screen.
Search	Allows the user to search for payments from all worklists.
WorkList	Worklist choices may include the following dependent on the level of security the user has: • Manual Handling (Search of Manual Handling) • Certification • Signing • Reset Held Payments.
Financial Services	Link to the FSA Financial Services Home Page.
Disbursement Replacement	Allows the user to create a non-NPS automated clearing house or check replacement. Detailed instructions for this functionality will be released in a future notice.
FSA Home Page	Link to the FSA Home Page.
Logoff	Allows the user to log off of Financial Services.

C   Online Help

Online help is available throughout the application. On the right top portion of the screen, click the question mark inside the circle on any screen to access online help.

3   Manual Handling Worklist for Service Center Representative

    A   Manual Handling Worklist for Service Center Representative Contents

The Manual Handling Worklist for Service Center Representatives contains all payments that have been processed by a web-based program or System 36 application that interfaces to NPS and requires intervention before the payment can be issued. The Manual Handling Worklist provides the capability to process the following, in the order of priority.

- **Prompt payment interest due.** Click the applicable radio button that designates the reason code for the prompt payment interest due. The NPS-calculated prompt payment interest amount may **not** be changed.

- **Foreign person tax withholdings.** If the foreign person flag is set in the producer profile, or sent as part of the payment information by the interfacing program application, then NPS will display the payment for the Service Center Representative to determine whether the payment recipient has filed IRS W-8ECI providing exemption from foreign person tax withholding. If the payment recipient has **not** filed IRS W-8ECI stating the payment recipient is exempt from the tax withholding, then the Service Center Representative will apply the withholding. NPS will default to a 30 percent withholding because all countries are currently taxed at 30 percent, but NPS allows this to be overridden to a different percentage in the event that tax laws change.

- **FSA/CCC claims.** If 1 or more FSA/CCC claims are present on the claims database, then the claim will be displayed for the user to determine whether the claim should be offset from the current payment. The Service Center Representative **must** determine whether the offset shall be taken or whether the offset amount will be overridden. If the offset amount is overridden, then the Service Center Representative **must** enter a reason code from a drop-down list for overriding the offset.

- **Receivables.** If a receivable is present in the receivables database, then the receivable will be displayed. A payment should **not** automatically be reduced for an outstanding receivable because the receivable is **not** a delinquent debt until all due process, including appeal rights, have been given to the debtor and/or until the receivable is eligible to transfer to claim status according to 64-FI. The payment recipient may voluntarily elect to have a receivable amount offset from a future payment. A receivable shall **not** be offset unless the payment recipient has voluntarily requested that a payment be reduced by the amount of the receivable.

- **Other agency claims.** If the "Other Agency Claim" flag is set in the producer profile, then the Service Center Representative **must** manually enter information for the claim and apply the offset.

- **Alternate Payee.** If the program application determines a program payment will require an alternate payee, then the Service Center Representative will manually enter the alternate payee name and address.
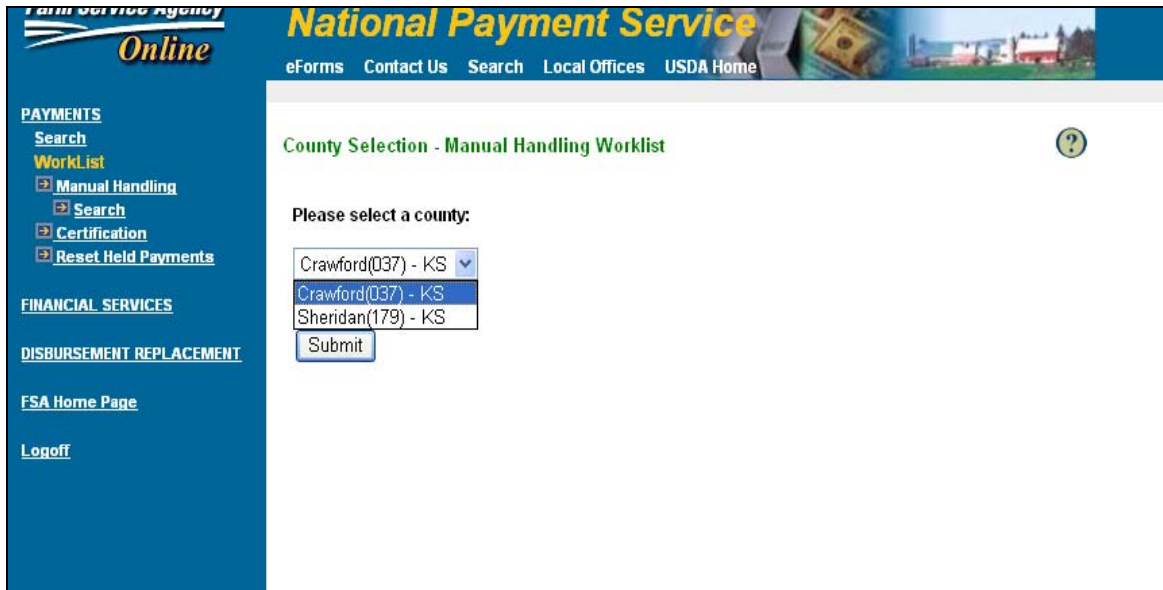
3   Manual Handling Worklist for Service Center Representative (Continued)

A   Manual Handling Worklist for Service Center Representative Contents (Continued)

- **Reset payment processing.** If the Service Center Representative has processed a claim, receivable, foreign person tax withholding, prompt payment interest reason code, other agency claim, or alternate payee information and determines that the process was incorrect, then the Service Center Representative may reset the payment to the beginning and remove all prior actions taken in NPS before the payment is released for certifying.

B   Example of Service Center Representative Manual Handling Worklist

To review the Manual Handling Worklist for a County Office, CLICK "Manual Handling" found under "WorkList". From the drop-down box, select which county to view and CLICK "Submit". The counties listed in the drop-down box will depend on the user's security role. The following is an example of the County Selection – Manual Handling Worklist Screen.

3   Manual Handling Worklist for Service Center Representative (Continued)

B   Example of Service Center Representative Manual Handling Worklist (Continued)

The following is an example of the Service Center Representative worklist in NPS on the Manual Handling WorkList Screen.

Note: In this example, the user ID has authority to serve as a certifying official; therefore, under "WorkList", "Certification" is displayed. If the user was logging in to NPS to certify payments, the user would CLICK "Certification" to change to the appropriate worklist.

3   Manual Handling Worklist for Service Center Representative (Continued)

C   Entering Search Criteria to Filter Manual Handling Worklists

The Manual Handling Worklist will display all payments to be processed by the Service Center Representative, unless the search criteria option is used. The search criteria option allows the Service Center Representative to filter the Manual Handling Worklist, which may make the worklist more manageable during heavy payment cycles.

The search criteria option is available on the left banner of the screen. Under "Manual Handling", CLICK "Search". The following is an example of the Manual Handling WorkList Search Screen.

3   Manual Handling Worklist for Service Center Representative (Continued)

C   Entering Search Criteria to Filter Manual Handling Worklists (Continued)

The user may select any option, or combination of options, to reduce the size of the Manual Handling Worklist. The options are as follows.

- **Multiple Field Search.** The following fields are available.

  - In the "**County**" field, the drop-down list will display all counties for which the user has access.

  - In the "**Issue Date Range**" field, select the beginning and ending dates.

  - In the "**Payment Status**" field, use the drop-down list to select 1 of the following:

    - "Foreign Person Tax Withholding" to display payments requiring foreign person tax withholding

    - "Claim" to display payments requiring claims offset

    - "Receivable" to display payments requiring receivable offset

    - "Other Agency Claim" to display payments requiring other agency claim processing

    - "Prompt Pay" to display payments requiring prompt payment interest reason codes

    - "Alternate Payee" to display payments requiring an alternate payee.

    Notes: Additional search criteria available within the "County" and "Issue Date Range" fields include the following:

      - "**None**", which is the default selection

      - "**Tax ID**" and "**Type**" to display payments to a particular entity

      - "**Program**" to enter the program code that was entered by the initiating application

      - "**Reference Code**" and "**Reference Number**" to display payments to a particular reference range of reference number; that is, farm number range or contract number range. Use the drop-down list to display the types of reference codes.

    Enter the applicable fields and CLICK "Search" to complete the search.

3   Manual Handling Worklist for Service Center Representative (Continued)

C   Entering Search Criteria to Filter Manual Handling Worklists (Continued)

- **Single Field Search.** Users may search for a specific payment. Complete the "Payment ID" field and CLICK "Search".

   Note: The payment ID number is assigned by NPS and passed back to the initiating program application as part of the payment request confirmation record.

D   Applying Prompt Payment Interest

NPS will determine whether a payment meets the criteria to apply prompt payment interest. If prompt payment interest is required, the payment will display on the Service Center Representative's payment worklist to select the appropriate reason code for the late payment. The following is an example of the Prompt Payment Reason Code Screen.

3   Manual Handling Worklist for Service Center Representative (Continued)

D   Applying Prompt Payment Interest (Continued)

NPS will automatically calculate the amount of the prompt payment interest if the payment is **not** made by the due date. Prompt payment interest may **not** be overridden. The Service Center Representative:

* **must** click the radio button that best describes the reason that the payment was **not** made on time

* may click either of the following:

  * "Save" to complete the process

  * "Cancel" to end processing without saving the changes. The payment is returned to the Service Center Representative's worklist.

Note: See 61-FI for more information on prompt payment interest.

3   Manual Handling Worklist for Service Center Representative (Continued)

E   Applying Foreign Person Tax Withholding

IRS requires that a foreign person tax be withheld from any payment made to a foreign person. The tax withholding is currently 30 percent for all foreign persons. If the payment recipient is coded as a "foreign person" in the payment profile, the payment will display on the Service Center Representative's worklist. The following is an example of the Foreign Person Tax Withholding Screen.

If the foreign person has:

- filed the proper form to claim exemption from the foreign person tax withholding, then the Service Center Representative shall reduce the percentage to zero

- **not** filed the proper form to claim exemption from the foreign person tax withholding, apply the 30 percent reduction for tax withholding and CLICK "Save".

3   Manual Handling Worklist for Service Center Representative (Continued)

E   Applying Foreign Person Tax Withholding (Continued)

If the foreign person tax withholding is saved and:

- no other special processing is required, the payment will move to the Certifying Official's payment worklist

- other special processing is required, NPS will display the next special processing item for the payment recipient.

Note: See 62-FI for additional information on foreign person tax withholding.

F   Offsetting a Claim in NPS

To process a claim, in the Manual Handling Worklist the Service Center Representative **must** CLICK "Claim". The following 2 screen shots are an example of a claim processing screen.

3   Manual Handling Worklist for Service Center Representative (Continued)

   F   Offsetting a Claim in NPS (Continued)

   If a claim is present in the centralized database, then the claim will be displayed on the
   screen. If the producer profile indicates that the producer has a claim, but no claim is present
   in the centralized database, the user will enter the claim information using the "Offset
   Manual Claim" link before processing the claim. See subparagraph G.

   The "Debt Amount" field displays the total remaining in the claims database for the
   displayed claim. In this example, the payment recipient has previously had $44.55 applied to
   other claims and receivables, as displayed in the "Total Payments Applied" field. The
   previous payment was signed, as shown in "Payment Status" under "Candidate Payments
   Already Applied to this Claim", and the offset has updated the claims database at the time
   this payment is being presented to the Service Center Representative. However, it is
   important the Service Center Representative look at the "Remaining Debt Amount" field to
   determine the amount to be offset.

3   Manual Handling Worklist for Service Center Representative (Continued)

    F   Offsetting a Claim in NPS (Continued)

The Service Center Representative **must** click 1 of the override reasons if the full amount of the claim is **not** being offset. Use the override reason code:

- "None", if the full debt amount is being offset

- "Bankruptcy", if the payment recipient has filed for bankruptcy and no offset is taken

- "Appeal", if the payment recipient has filed an appeal and the appeal process is **not** complete

- "Small Balance", if the claim will be written off for a small balance

- "Claim Paid in Full", if the full claim amount has been paid

- "Producer Request", if there is more than 1 claim and the claims are being paid out of order

- "Funds Depleted", if the total payment amount is less than the claim balance

- "Disaster/Debt Offset Deferred", if taking the offset is being deferred because of a disaster.

The Service Center Representative may CLICK:

- "Re-Calculate" to display the "Remaining Payment Amount if Applied", if the "Amount Available to Apply" has been changed

- "Save" to complete the process

- "Cancel" to end processing without saving the changes. The payment will be returned to the Service Center Representative's worklist.

If the offset is saved and:

- no other special processing is required, the payment will move to the Certifying Official's payment worklist

- other special processing is required, NPS will display the next special processing item for the payment recipient.

3   Manual Handling Worklist for Service Center Representative (Continued)

F   Offsetting a Claim in NPS (Continued)

The following screen displays the payment request **after** users CLICK "Re-Calculate".

G   Entering Claim Data in NPS if Claim Is Not in Centralized Database

If the producer profile indicates that the producer has a claim, but no claim is present in the centralized database, the user shall CLICK "Offset Manual Claim" to enter the claim information.

Note: A claim may **not** be present in the centralized database if the claim was established in the last 5 workdays.

3   Manual Handling Worklist for Service Center Representative (Continued)

G   Entering Claim Data in NPS if Claim Is Not in Centralized Database (Continued)

The following is an example of the Offset Manual Claim Screen.

3   Manual Handling Worklist for Service Center Representative (Continued)

G   Entering Claim Data in NPS if Claim Is Not in Centralized Database (Continued)

The data to populate the requested information on the Offset Manual Claim Screen is found on FSA-671, as follows.

- Select the appropriate Agency code from the drop-down list. The Agency code is the third set of numbers found in FSA-671, item 2.

- Select the appropriate State code from the drop-down list. The State code is the first set of numbers found in FSA-671, item 2.

- Enter the appropriate county code. The county code is the second set of numbers found in FSA-671, item 2.

- Enter the appropriate sequence number. The sequence number is the fourth set of numbers found in FSA-671, item 2.

- Enter the manual claim amount. The manual claim amount can be found in FSA-671, item 15.

- Enter the responsible State code. The responsible State code can be found in FSA-671, item 16 A.

- Enter the responsible county code. The responsible county code can be found in FSA-671, item 16 A.

3   Manual Handling Worklist for Service Center Representative (Continued)

G   Entering Claim Data in NPS if Claim Is Not in Centralized Database (Continued)

Users can click either of the following:

- "Add" to add the claim to the worklist for offset
- "Cancel" to disregard the entered information.

H   Offsetting a Receivable

If the payment recipient has a receivable in the receivables database, the payment will display on the Service Center Representative's worklist. CLICK "Receivable" to display the payment. The following is an example of the Receivables Screen.

In this example, the payment recipient has satisfied a receivable totaling $916.65. Three offsets have been applied, as displayed under "Candidate Payments Already Applied to this Receivable", but have **not** updated the receivables database yet.

Note: Claim repayment has a higher priority than receivable repayment. Therefore, claims will be offset **before** receivables.

3   Manual Handling Worklist for Service Center Representative (Continued)

H   Offsetting a Receivable (Continued)

A receivable shall be offset if the:

- payment recipient has voluntarily elected to have the receivable offset from a payment

- receivable is the result of a program overpayment that requires the overpayment be offset from the next payment in the same program.

The Service Center Representative shall:

- reduce the "Amount Available to Apply" to zero, if the receivable is **not** to be offset

- reduce the "Amount Available to Apply", if the payment recipient voluntarily elected to a lesser amount

- offset the full "Amount Available to Apply", if the program requires that the receivable be offset from the next payment in the same program.

The Service Center Representative may CLICK:

- "Re-Calculate" to update the "Total Payments Applied"

- "Save" to complete the process

- "Cancel" to end processing without saving the changes. The payment will be returned to the Service Center Representative's worklist.

If the receivable is saved and:

- no other special processing is required, the payment will move to the Certifying Official's payment worklist

- other special processing is required, NPS will display the next special processing item for the payment recipient.

3   Manual Handling Worklist for Service Center Representative (Continued)

   I   Other Agency Offset

A payment will be offset for an other agency debt, if the "Other Agency" flag is set for the producer profile. The following is an example of the Other Agency Offset Screen.

3 Manual Handling Worklist for Service Center Representative (Continued)

I Other Agency Offset (Continued)

To add an other agency offset, the following Other Agency Offset Screen data **must** be manually entered:

- "Amount To Offset" to enter the amount to be applied to the other agency offset

- "Other Agency Payee Name" to enter the other agency payee name as it should be displayed for payment

- "Address 1" to enter the appropriate other agency address information

- "Address 2" to enter the appropriate other agency address information

- "City" to enter the appropriate city

- "State" to select the appropriate State from the drop-down list

- "Zip" to enter the appropriate ZIP Code.

Click either of the following:

- "Add" to have the other agency offset information entered applied against the payment request

- "Clear" to remove the other agency offset information entered.

CLICK "Do not Apply Payment to Debt" if there is **no** offset to be taken.

3   Manual Handling Worklist for Service Center Representative (Continued)

I   Other Agency Offset (Continued)

This is an example of the Other Agency Offset Screen that will be displayed with the offset being applied against the payment request.

Click 1 of the following:

- "Edit" to edit any of the other agency offset information that was entered
- "Remove" to remove the other agency offset information
- "Save" to apply the other agency offset against the payment
- "Exit" to **not** apply the other agency offset against the payment.

3   Manual Handling Worklist for Service Center Representative (Continued)

J   Alternate Payee

Based on individual program necessity, a payment can be flagged by the program application as eligible for alternate payee processing. An alternate payee is someone who is entitled to receive the payment, but is not necessarily the person who earned the program benefit. The following is an example of the Alternate Payee Screen.

3   Manual Handling Worklist for Service Center Representative (Continued)

    J   Alternate Payee (Continued)

        To add an alternate payee where the address is **not** foreign, the following Alternate Payee
        Screen data **must** be manually entered:

        • "Alternate Payee Name" to enter the alternate payee name
        • "Address 1" to enter the appropriate alternate payee address information
        • "Address 2" to enter the appropriate alternate payee address information
        • "City" to enter the appropriate city
        • "State" to select the appropriate State from the drop-down list
        • "Zip" to enter the appropriate ZIP Code.

        Click 1 of the following:

        • "Save" to complete the process
        • "Clear" to remove the alternate payee information entered
        • "Exit" to return to the Manual Handling Worklist.

        To add an alternate payee where the address **is** foreign, CLICK "Foreign Address" and
        manually enter the following data:

        • "Alternate Payee Name" to enter the alternate payee name
        • "Address 1" to enter the appropriate alternate payee address information
        • "Address 2" to enter the appropriate alternate payee address information
        • "Foreign Address Line" to enter the appropriate foreign address information.

        Note: If the forced check indicator (see subparagraph N) has also been set by the program
            application, the address information cannot be modified. Users may enter the
            alternate payee name, but the check will be mailed to the County Office. The County
            Office will be required to distribute the check once the County Office has determined
            all necessary actions have been completed.

3   Manual Handling Worklist for Service Center Representative (Continued)

K   Resetting Payment Processing

If the Service Center Representative determines that special processing was **not** completed correctly, 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 worklist.

"Reset Payment Processing" can also be used if an accounting flag has been changed since the time that the payment was initially processed by the program application. NPS will read the accounting flags in the customer profile when "Reset Payment Processing" is clicked.

L   Incorrect Indicators in Payment Profile

Occasionally, a payment will be processed **before** a claim or receivable indicator has been removed from the payment recipient's payment profile, because the database was updated after the payment request was processed by the web-based application. If the indicator is outdated, NPS will display either of the following messages when the Service Center Representative processes the payment:

- "There are no claims in the database that meet the criteria provided."
- "There are no receivables in the database that meet the criteria provided."

The Service Center Representative shall CLICK "Save" to complete the process.

M Priority of Special Processing

If a payment requires more than 1 special processing event, NPS will present the special processing in the following order of priority:

- prompt payment interest
- foreign person tax withholding
- FSA/CCC claims
- receivables
- other agency claims
- alternate payee.

3   Manual Handling Worklist for Service Center Representative (Continued)

N   Forced Check Indicator

Based on individual program necessity, an option has been included in NPS to have a check made out to the program participant, but mailed to the County Office address. This option, referred to as a forced check indicator, is limited to specific programs and specific circumstances. An example would be where a program participant is scheduled to sign for a loan. The Service Center can prepare the paperwork, request the loan payment, and force the check to be delivered to the Service Center to hand it to the program participant at the time of loan signing.

4   Worklist for Certifying Official

A   Worklist for Certifying Officials Contents

The worklist for Certifying Officials contains all payments that:

- have been processed by the Service Center Representative
- do **not** require additional special processing by the Service Center Representative for:

  - prompt payment interest
  - foreign person tax withholdings
  - claims
  - receivables
  - other agency claims
  - alternate payee information.

Note: The Certifying Official **must** have CCC-392 on file.

4   Worklist for Certifying Official (Continued)

B   Example of a Certifying Official's Worklist

The following screen will display when the Certifying Official clicks "Certification" from the banner on the left side of the screen. This allows the user to select the required county. Multiple counties will display in the drop-down box, which is determined by the Certifying Official's security access. The Certifying Official may select to see all pending payments, or limit the worklist to a particular tax ID or program code.
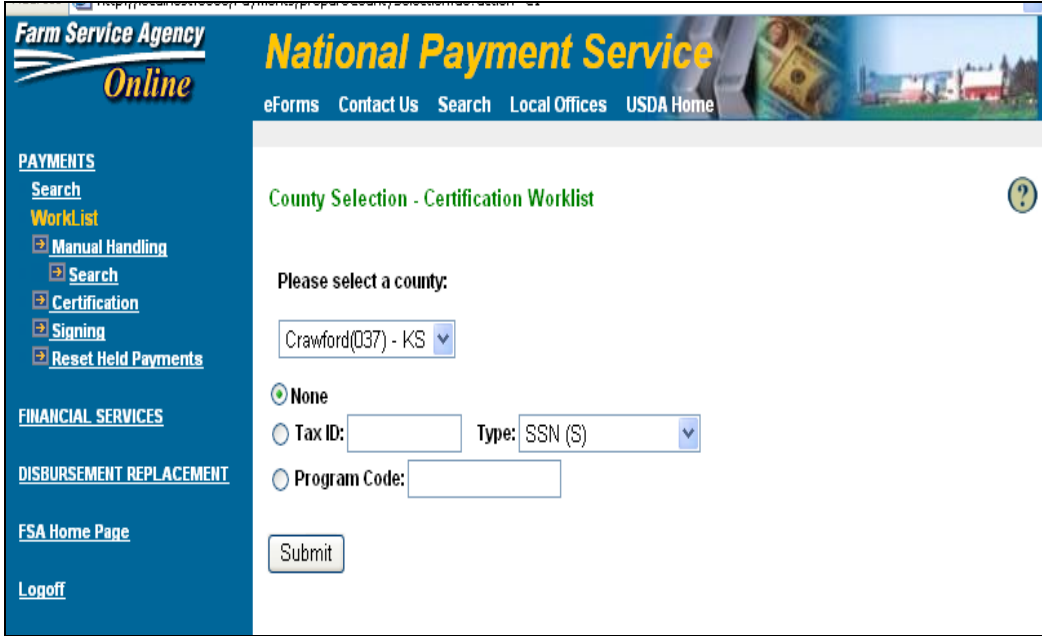
The following is an example of a Certifying Official's worklist on the Payment Certification WorkList Screen.
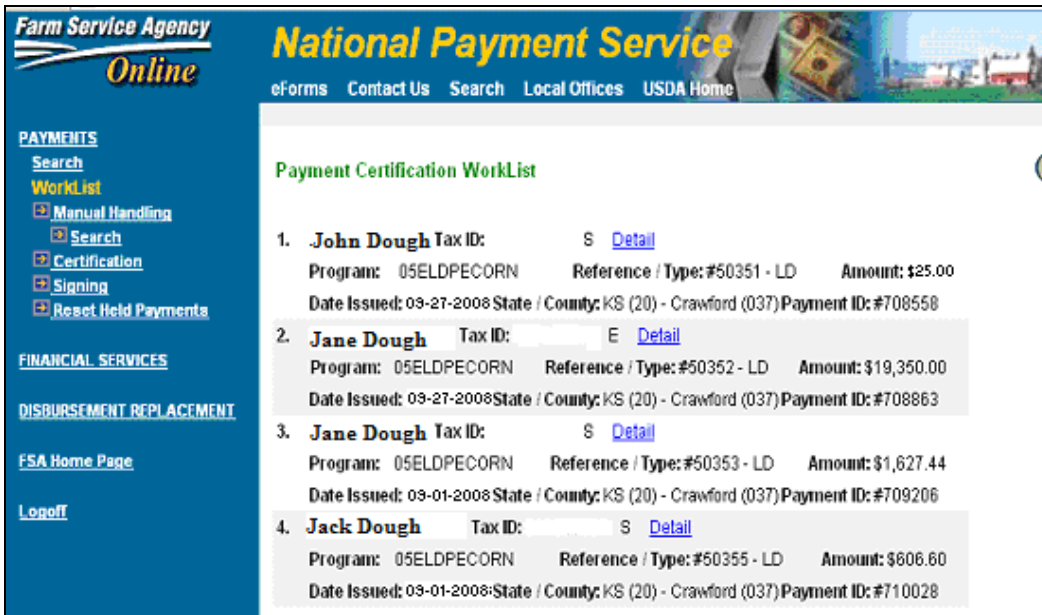
4   Worklist for Certifying Official (Continued)

C   Processing Payments as a Certifying Official

The Certifying Official is signing a payment electronically. The Certifying Official **must** CLICK "Detail" for each payment to be electronically signed. Any special processing by the Service Center Representative will be displayed. The following is an example of the Payment Certification Approval Screen that a Certifying Official will electronically sign.

A Certifying Official may **not** change any of the Service Center Representative's special processing. The Certifying Official **must** click the applicable radio button to:

- "Defer" the payment for later processing, which is the default
- "Approve" the payment as being proper, due, and payable as it is
- "Reset Payment Processing" for special processing by a Service Center Representative
- "Hold for Cancel by Program" by the initiating web-based program application.

    Note: See the applicable program instructions to cancel a payment through the initiating program application.

The Certifying Official **must** click either of the following:

- "Submit" to accept the action and return to the worklist

- "Submit and Continue" to accept the action and move to the next payment on the Certifying Official's worklist.

5   Worklist for Signing Official

A   Worklist for Signing Officials Contents

The worklist for Signing Officials contains all payments that have been electronically signed by a Certifying Official. The Signing Official's electronic signature is the last step in releasing the payments for disbursement.

The following screen will display when the Signing Official clicks "Signing" from the banner on the left side of the screen. This allows the user to select the required county. Multiple counties will display in the drop-down box, which is determined by the Signing Official's security access. The Signing Official may select to see all pending payments, or limit the worklist to a particular tax ID or program code.

5   Worklist for Signing Official (Continued)

B   Example of a Signing Official's Worklist

The following is an example of a Signing Official's worklist on the County Signing Screen.

C   Processing Payments as a Signing Official

The worklist for a Signing Official displays the payments that have been electronically signed by a Certifying Official. The County Signing Screen will display the following:

- payment recipient's name and ID number
- payment program code
- payment reference number, such as contract number, loan number, or farm number
- amount of the payment earned
- date of issue
- State and county issuing the payment
- payment transaction number
- user ID of the Certifying Official and date certified
- status of offsets for FSA/CCC claims, receivables, and other agency claims.

5   Worklist for Signing Official (Continued)

C   Processing Payments as a Signing Official (Continued)

The Signing Official **must** click on the applicable radio button to:

- "Approve" the payment for disbursement
- "Dispute" the payment
- "Defer" the payment for later processing, which is the default.

Note: The default was changed from "Approve" to "Defer" to mitigate internal control concerns.

When the applicable radio button has been clicked, the Signing Official **must** CLICK "Complete Sign Process" to electronically sign the approved payments for disbursement. Payments that were deferred will remain on the Signing Official's payment worklist. Payments that were disputed by the Signing Official will be displayed on the Certifying Official's worklist.

NPS will display a list of all payments that were approved or disputed. The Signing Official **must** scroll to the bottom of the page to print the list on a local printer. File the printout in the file labeled "FM-19-1", and maintain the printout for 2 years.

D Separation of Duties

NPS validates that the separation of duties is applied. If an employee has certified a payment, that payment will **not** display on the signing worklist for that user ID. If there are **not** enough employees in the County Office to abide by the separation of duty requirement, the County Office shall contact the State Office for an authorized State Office signing official to complete the signing process. The State Office signing official shall request any supporting documentation necessary to determine the appropriateness of the payment.

6   Reset Held Payments

A   Overview

NPS provides users the capability to modify a payment request where "Hold for Cancel by Program" was selected by mistake.

Note: To modify a held payment, on the left banner of the screen under "WorkList", CLICK "Reset Held Payments".

The following is an example of the Reset Held Payment Search Screen.

6   Reset Held Payments (Continued)

B   Search Criteria Available

Users may complete searches for specific payment requests by completing a multiple field search or by entering the specific payment ID. The options are as follows.

- **Multiple Field Search.** The following fields are available.

  - In the "**County**" field (required), the drop-down list will display all counties for which the user has access.

  - In the "**Date Range**" field (required), select the beginning and ending dates.

  Notes: Additional search criteria available within the "County" and "Date Range" fields include the following:

  - "**None**", which is the default selection

  - "**Tax ID**" and "**Type**" to display payments to a particular entity

  - "**Program**" to enter the program code that was entered by the initiating application

  - "**Reference Code**" and "**Reference Number**" to display payments to a particular reference range of reference number; that is, farm number range or contract number range. Use the drop-down list to display the types of reference codes.

  Enter the applicable fields and CLICK "Search" to complete the search.

- **Single Field Search.** Users may search for a specific payment. Complete the "Payment ID" field and CLICK "Search".

  Note: The payment ID number is assigned by the initiating program application.

6   Reset Held Payments (Continued)

C   Resetting "Hold for Cancel by Program" Payment Requests

Payment requests matching the search criteria will be displayed in the following screen.

Verify that the appropriate payment request to be reset is displayed on the Reset Held Payment Search Results Screen and CLICK "Reset Payment" to complete the reset for the selected payment. The selected payment will be displayed on the following Payment Processing - Reset Screen.

6   Reset Held Payments (Continued)

C   Resetting "Hold for Cancel by Program" Payment Requests (Continued)

Any administrative actions that were taken against the payment before being marked "Held for Cancel by Program" will be displayed.

CLICK "Submit" to process the reset. The payment request will be placed on the appropriate worklist for further processing. Any prior administrative actions will be reset and **must** be completed again. If no additional administrative action is required, the payment request will be placed on the Certification Worklist.

CLICK "Cancel" to leave the payment in "Held for Cancel by Program" status.

7   Entering Search Criteria to Filter Payments

A   Overview

The worklist will display all payments to be processed by the Service Center Representative, unless the search criteria option is used. The search criteria option allows the Service Center Representative to filter the worklist, which may make the worklist more manageable during heavy payment cycles.

7   Entering Search Criteria to Filter Payments (Continued)

B   Search Criteria Available

The search criteria option is available on the left banner of the screen. Under "Payments", CLICK "Search". This is an example of the Payments Search Screen.

7   Entering Search Criteria to Filter Service Center Representative Worklist (Continued)

B   Search Criteria Available (Continued)

The user may select any option, or combination of options, to reduce the size of the worklist. The options are as follows.

- **Multiple Field Search.** The following fields are available.

  - In the "**County**" field, the drop-down list will display all counties for which the user has access.

  - In the "**Issue Date Range**" field, select the beginning and ending dates.

  - In the "**Payment Status**" field, use the drop-down list to select 1 of the following:

    - "Foreign Person Tax Withholding" to display payments requiring foreign person tax withholding

    - "Claim" to display payments requiring claims offset

    - "Receivable" to display payments requiring receivable offset

    - "Other Agency Offset" to display payments requiring other agency claim processing

    - "Certification Approval" to display payments that are ready for certification

    - "Signing Approval" to display payments that have been certified and are waiting signing

    - "Cancel Unsigned" to display payments that were canceled before signing

    - "Cancel Signed" to display payments that have been signed and then canceled

    - "Signed" to display payments that have been signed

    - "Held For Program" to display payments on hold awaiting action from program application

    - "Prompt Pay" to display payments requiring prompt payment interest reason codes

7   Entering Search Criteria to Filter Service Center Representative Worklist (Continued)

B   Search Criteria Available (Continued)

- "Pending In Queue" (**not** a working option)

  Note: This option will be removed at a later date.

- "Alternate Payee" to display payments requiring alternate payee information.

Notes: Additional search criteria available within the "County" and "Issue Date Range" fields include the following:

- "**None**", which is the default selection

- "**Program**" to enter the program code that was entered by the initiating application

- "**Tax ID**" and "**Type**" to display payments to a particular entity

- "**Reference Code**" and "**Reference Number**" to display payments to a particular reference range of reference number; that is, farm number range or contract number range. Use the drop-down list to display the types of reference codes.

  Enter the applicable fields and CLICK "Search" to complete the search.

- **Single Field Search.** Users may search for a specific payment. Complete the "Payment ID" field and CLICK "Search".

  Note: The payment ID number is assigned by the initiating program application.

8   NPS Check and Disbursement Transaction Statement Printing Centralization

A   Treasury Department Check Printing

All checks generated by NPS will be printed by Treasury's Kansas City facility on Treasury's check stock. Payment recipients receiving payment by check should expect a slight delay in receipt of the check because the information must be transferred to Treasury. There is no delay when payment is made by electronic funds transfer.

8   NPS Check and Disbursement Transaction Statement Printing Centralization (Continued)

B   Financial Services Center (FSC) Disbursement Transaction Statement Printing

FSC will print the disbursement transaction statements and mail the statements to the payment recipient. State and County Offices will no longer mail or file the statements. The statements have been slightly redesigned to provide additional information for the program participant. The program participant will receive 1 statement listing all payments issued on the same day from the same State and County Office. All statements having invalid or incorrect addresses will be returned to the Service Center where the payment originated for corrective action.

C   No NPS Transmissions

NPS is online; therefore, no County Office transmission is necessary for NPS-initiated payments.

9   Payment Processing Functions Supported by NPS Without User Intervention

A   Payment Processing Functions Not Requiring User Intervention

NPS includes the same payment processing functions that are included in the accounting application on System 36/AS 400. Information for the following payment processing functions is entered in FSA Financial Services and applied to NPS payments without user intervention:

- assignments
- joint payments
- direct deposit elections.

Funds must be available in the eFunds control application if the program is subject to funds control.

B   Program Codes for Assignments and Joint Payments

Program applications that have previously been paid through System 36/AS 400 will use a different program code for payment through NPS. If a program is paid through System 36/ AS 400 and through NPS, both program codes **must** be entered in FSA Financial Services and the assignment **must** be manually maintained. Assignments for programs that use NPS for payment processing are **not** replicated to System 36/AS 400. Therefore, the amounts applied to NPS assignments are only updated in FSA Financial Services.

10   Additional Guidance

A   Processing Producer-Generated eLDP's Through NPS

Online producer-generated payment requests for eLDP's will be certified and signed by Certifying Officers in FSC. If the Certifying Officer in FSC disputes a payment, the payment will be:

- sent electronically to the County Office for review and processing
- displayed on the payment worklist.

A Service Center Representative and a Certifying Official in each County Office **must** login to NPS each day to determine whether FSC has disputed an eLDP for a producer administered by the County Office. If eLDP is present, the County Office shall process the payment the same day it is received.

eLDP's will automatically be sent to the County Office for certification and signing, if the producer has a claim or receivable indicator set in the payment profile.

Note: eLDP's will be disputed by FSC if the payment request contains incomplete reporting data.

B   Updating Receivables on System 36/AS 400

67-FI provides instructions on further processing and updating receivables because of NPS automatic withholding and offset.

Note: Accounting must still be queued for claim and receivable activity.

C   Program Specific Training on NPS

Additional training will be provided along with the applicable program application training as programs migrate to the web environment.