

For: State and County Offices

Processing Payments Using NPS Search Option

Approved by: Associate Administrator for Operations and Management



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.

With the implementation of FMMI Readiness 2.1, NPS will have the capability to:

- increase search results
- display the search criteria
- navigate between result pages
- apply Bankruptcy trustee’s name and address information when producer/customer profile is updated in Financial Services web-based application.

State and County Office employees are authorized access to NPS and their roles are established in the security database.

B Purpose

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

Disposal Date	Distribution
July 1, 2010	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

C Contacts

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 software.
Policies in this notice.	<ul style="list-style-type: none">• Jackie Pickens by:<ul style="list-style-type: none">• e-mail to jackie.pickens@wdc.usda.gov• telephone at 703-305-1310• Jennifer Nagler by:<ul style="list-style-type: none">• e-mail to jennifer.nagler@kcc.usda.gov• telephone at 816-823-2166.

2 Using NPS in County Offices

A Logging into NPS

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 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 Intranet Financial Applications Screen, **CLICK “National Payment Service”**
- 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”**

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2 Using NPS in County Offices (Continued)

A Logging into NPS (Continued)

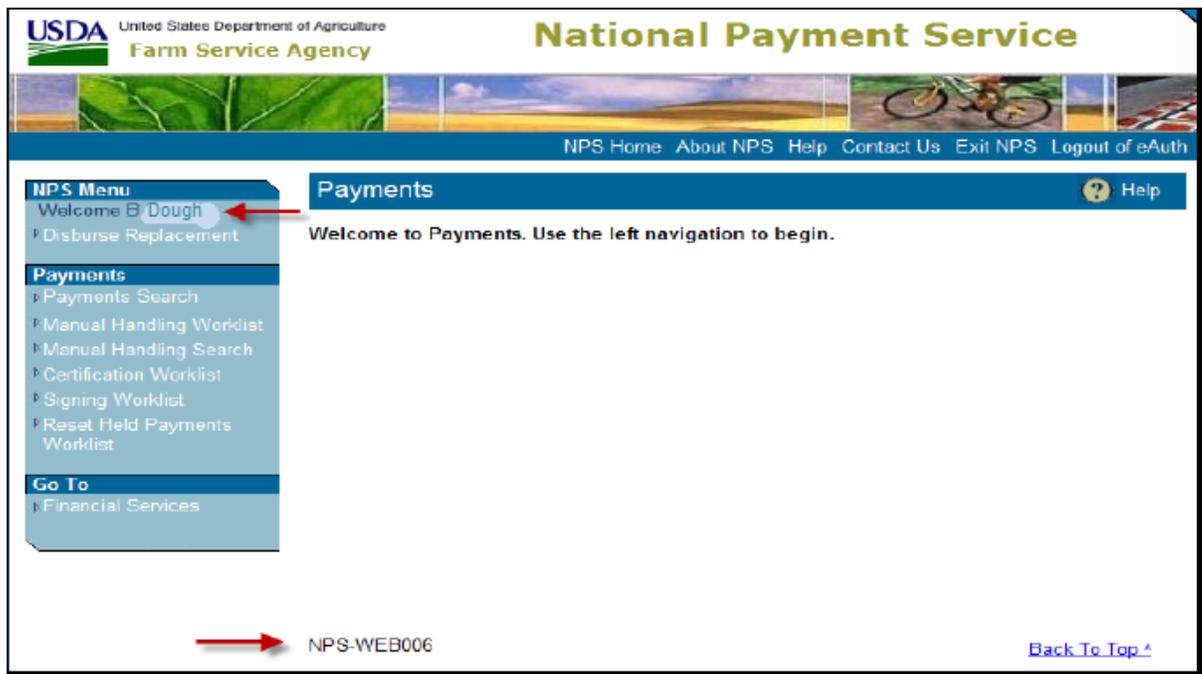
- if user ID has permission to access NPS, the following Payments Welcome Screen will be displayed.

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

- 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 will allow the user to change roles.

All screens in NPS now display a unique screen ID (in the following example the screen ID is "NPS-WEB006"). Users should reference the screen ID when calling in a problem to the Help Desk. Also, the user is identified under NPS Menu.



B Online Help

Online help is available throughout the application. To access online help, CLICK .

3 Payment Searches

A Program Search Criteria

The following is an example of the Payments Search Screen. In this example, the user has selected to search for payments issued from “4/23/2008” to “4/23/2010”.

Click 1 of the following:

- “Search” to retrieve payment results
- “Reset” to clear data entered in fields
- “Exit” to return to Payments Welcome Screen.

USDA United States Department of Agriculture
Farm Service Agency

National Payment Service

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

Payments Search

Search by County:
All required fields are denoted by an asterisk (*).
* County:
* Issue Date: From (mm/dd/yyyy): To (mm/dd/yyyy):
Payment Status:
Additional Criteria: None
 Tax ID:
 Program Alpha Code:
 Reference:

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

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3 Payment Searches (Continued)

B Payment Search Results

In the following example, the search retrieved all payments from “4/23/2008” to “4/23/2010” for the State/County requested. Requested search parameters will be displayed at the top of results. User may click any link provided on the page, including the following:

- “[here](#)”, to change search parameters
- “**Back**”, the Payment Search Screen will be displayed.

NPS Menu
Welcome CharlesDoe
Disburse Replacement
Payments
Payments Search
Manual Handling Worklist
Manual Handling Search
Certification Worklist
Reset Held Payments Worklist
Go To
Financial Services

Payments Search Results Printer Friendly Help

Your Request: State / County = KS (20) - Crawford (037), Issue Date = From 04/23/2008 to 04/23/2010. Click [here](#) to change search parameters.

1,000 items found, displaying 1 to 10. [First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last] [Refresh]

- MIKE PARK** Tax ID: 111111111 S [Detail](#)
Program: 08DCPDWHT Reference: FM - 0005793 Amount (\$): 490.00
Payment ID: 4587104 Issue Date: 12/11/2008 PPI Start Date: 01/11/2009
State / County: KS (20) - Crawford (037)
- FLORIDA BROTHERS PTR** Tax ID: 222222222 E [Detail](#)
Program: 08DCPDPCORN Reference: FM - 0005793 Amount (\$): 202.00
Payment ID: 4587105 Issue Date: 12/11/2008 PPI Start Date: 01/11/2009
State / County: KS (20) - Crawford (037)
- MIKE PARK** Tax ID: 111111111 S [Detail](#)
Program: 08DCPDPSORG Reference: FM - 0005793 Amount (\$): 57.00
Payment ID: 4587106 Issue Date: 12/11/2008 PPI Start Date: 01/11/2009
State / County: KS (20) - Crawford (037)
- LUCENT HUNT** Tax ID: 333111111 S [Detail](#)
Program: 08DCPDPSOYA Reference: FM - 0005794 Amount (\$): 5.00
Payment ID: 4587108 Issue Date: 12/11/2008 PPI Start Date: 01/11/2009
State / County: KS (20) - Crawford (037)
- FLORIDA BROTHERS PTR** Tax ID: 222222222 E [Detail](#)
Program: 08DCPDWHT Reference: FM - 0005793 Amount (\$): 490.00
Payment ID: 4587335 Issue Date: 12/11/2008 PPI Start Date: 01/11/2009
State / County: KS (20) - Crawford (037)
- MIKE PARK** Tax ID: 111111111 S [Detail](#)
Program: 08DCPDPSOYA Reference: FM - 0005793 Amount (\$): 59.00
Payment ID: 4587336 Issue Date: 12/11/2008 PPI Start Date: 01/11/2009
State / County: KS (20) - Crawford (037)
- FLORIDA BROTHERS PTR** Tax ID: 222222222 E [Detail](#)
Program: 08DCPDPSOYA Reference: FM - 0005793 Amount (\$): 60.00
Payment ID: 4587337 Issue Date: 12/11/2008 PPI Start Date: 01/11/2009
State / County: KS (20) - Crawford (037)
- MIKE PARK** Tax ID: 111111111 S [Detail](#)
Program: 08DCPDPCORN Reference: FM - 0005793 Amount (\$): 201.00
Payment ID: 4587539 Issue Date: 12/11/2008 PPI Start Date: 01/11/2009
State / County: KS (20) - Crawford (037)
- FLORIDA BROTHERS PTR** Tax ID: 222222222 E [Detail](#)
Program: 08DCPDPSORG Reference: FM - 0005793 Amount (\$): 58.00
Payment ID: 4587540 Issue Date: 12/11/2008 PPI Start Date: 01/11/2009
State / County: KS (20) - Crawford (037)
- LUCENT HUNT** Tax ID: 333111111 S [Detail](#)
Program: 08DCPDPCORN Reference: FM - 0005794 Amount (\$): 26.00
Payment ID: 4587541 Issue Date: 12/11/2008 PPI Start Date: 01/11/2009
State / County: KS (20) - Crawford (037)

1,000 items found, displaying 1 to 10. [First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last] [Refresh]

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3 Payment Searches (Continued)

C New Paging Functionality

The following is an example of the Payment Certification Worklist Screen. NPS no longer has a maximum retrieval of “50” items per request. Payment search results will retrieve up to 1,000 items found, displaying 10 items per page. Users may select page numbers or use the “**First/Prev**” or “**Next/Last**” links, located before and after the search results, to navigate through the payment list. Users may click the “**Refresh**” link that will display the first page of the payment search results.

The new paging functionality is used for the Manual Handling Search and Payment Search functions, and worklist searches, **except** the Signing Worklist.

The screenshot displays the 'Payment Certification Worklist' interface. On the left is a navigation menu with options like 'Welcome LydiaDoe', 'Disburse Replacement', 'Payments Search', and 'Manual Handling Worklist'. The main content area shows a list of 10 payment items for 'John Dough' and 'Jan Dough'. Each item includes details such as Tax ID, Program (07ELDPEHONY), Reference, Amount, Payment ID, Issue Date, and PPI Start Date. Navigation links for 'First/Prev', page numbers (1-8), 'Next/Last', and 'Refresh' are visible at the top and bottom of the list. A red arrow points to the 'Refresh' link.

Item #	Name	Tax ID	Program	Reference	Amount (\$)	Payment ID	Issue Date	PPI Start Date	State / County
1.	John Dough	111111111	07ELDPEHONY	LD - 50211	0.47	7099253	06/02/2008	01/31/2008	CA (06) - Merced (047)
2.	John Dough	111111111	07ELDPEHONY	LD - 50212	1.41	7099254	06/02/2008	01/31/2008	CA (06) - Merced (047)
3.	John Dough	111111111	07ELDPEHONY	LD - 50214	0.47	7099255	06/02/2008	01/31/2008	CA (06) - Merced (047)
4.	John Dough	111111111	07ELDPEHONY	LD - 50216	0.94	7099289	06/02/2008	01/31/2008	CA (06) - Merced (047)
5.	John Dough	111111111	07ELDPEHONY	LD - 50215	0.47	7099307	06/02/2008	01/31/2008	CA (06) - Merced (047)
6.	John Dough	111111111	07ELDPEHONY	LD - 50217	0.47	7099308	06/02/2008	01/31/2008	CA (06) - Merced (047)
7.	John Dough	111111111	07ELDPEHONY	LD - 50218	1.41	7099326	06/03/2008	01/31/2008	CA (06) - Merced (047)
8.	John Dough	111111111	07ELDPEHONY	LD - 50219	0.94	7099327	06/03/2008	01/31/2008	CA (06) - Merced (047)
9.	Jan Dough	111221111	07ELDPEHONY	LD - 50220	0.94	7099328	06/03/2008	01/31/2008	CA (06) - Merced (047)
10.	Jan Dough	111221111	07ELDPEMOHR	LD - 50284	15.15	7099454	06/03/2008	07/25/2007	CA (06) - Merced (047)

3 Payment Searches (Continued)

D Bankruptcy Trustee

The following is an example of the Payment Details Screen displaying the Bankruptcy trustee information. Financial Services has the capability to add trustee name and address information for producers in bankruptcy.

Note: If information is available and entered in Financial Services, the trustee name and address will be displayed on the NPS Certification Worklist - Payment Detail Screen under “Bankruptcy Trustee”.

USDA United States Department of Agriculture
Farm Service Agency **National Payment Service**

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NPS Menu
 Welcome Jane Doe
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Sampling
 Search
 Sample Tasks
 Certification
 Outside Sample
 Disputed Payments
Go To
 Financial Services
 eLDP
 State Office Reporting System

Payment Details Printer Friendly Help

ADVANCED BUSINESS Tax ID: E
 Program: LTA Reference: CN - 55555
 Payment ID: 8358168 Issue Date: 05/06/2010 PPI Start Date: 06/05/2010
 State / County: DC (11) - District of Columbia (001)
 Payment Status: Certification Approval

Transaction Summary:

	Amount (\$)
Original Payment	100.00
Bankruptcy Trustee	
1. Tom Park 111 Any St. Any Town, TN 11111	(-) 100.00
Disbursement Payee Information	
ADVANCED BUSINESS	0.00

Exit

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3 Payment Searches (Continued)

D Bankruptcy Trustee (Continued)

The following is an example of the Payment Details Screen displaying the producer's information.

If the producer is in bankruptcy and no trustee name and address is entered, the producer's name and address will be displayed under "Bankruptcy Payee".

USDA United States Department of Agriculture
Farm Service Agency

National Payment Service

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Welcome Jane Doe
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Payments Search
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Search
Sample Tasks
Certification
Outside Sample
Disputed Payments
Go To
Financial Services
eLDP
State Office Reporting System

Payment Details

Printer Friendly Help

ADVANCED BUSINESS Tax ID: E
Program: LTA Reference: CN - 5555
Payment ID: 8358168 Issue Date: 05/06/2010 PPI Start Date: 06/05/2010
State / County: DC (11) - District of Columbia (001)
Payment Status: Certification Approval

Transaction Summary:

	Amount (\$)
Original Payment	100.00
Bankruptcy Payee	
1. Advanced Business 111 Any Street Antioch, TN 31111	(-) 100.00
Disbursement Payee Information ADVANCED BUSINESS	0.00

Exit

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