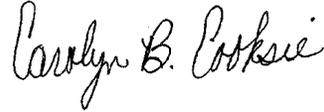


For: State and County Offices

NPS Modifications

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

In 2004, NPS was released to support web-based program application payment requests while providing users with the same financial functionality resident with System 36 check writing application. In December 2008, modifications to NPS allowed payment requests to be processed without regard to the platform on which the program application was operating. NPS continues to be upgraded to improve performance and user functionality.

With Web Release No. 216, NPS will be upgraded to support the following:

- archiving signed or cancelled payments older than 30 calendar days
- displaying the National Receipts and Receivables System link to assist researching pending offsets
- reset payment processing to retrieve/update a County Office address (forced checks option).

Disposal Date	Distribution
September 1, 2011	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

B Purpose

This notice provides instructions for State and County Office employees to use the new NPS functionality as well as how to research archived payment request data from NPS.

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: <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• Nancy Chapman by:<ul style="list-style-type: none">• e-mail to nancy.chapman@kcc.usda.gov• telephone at 816-926-6971.

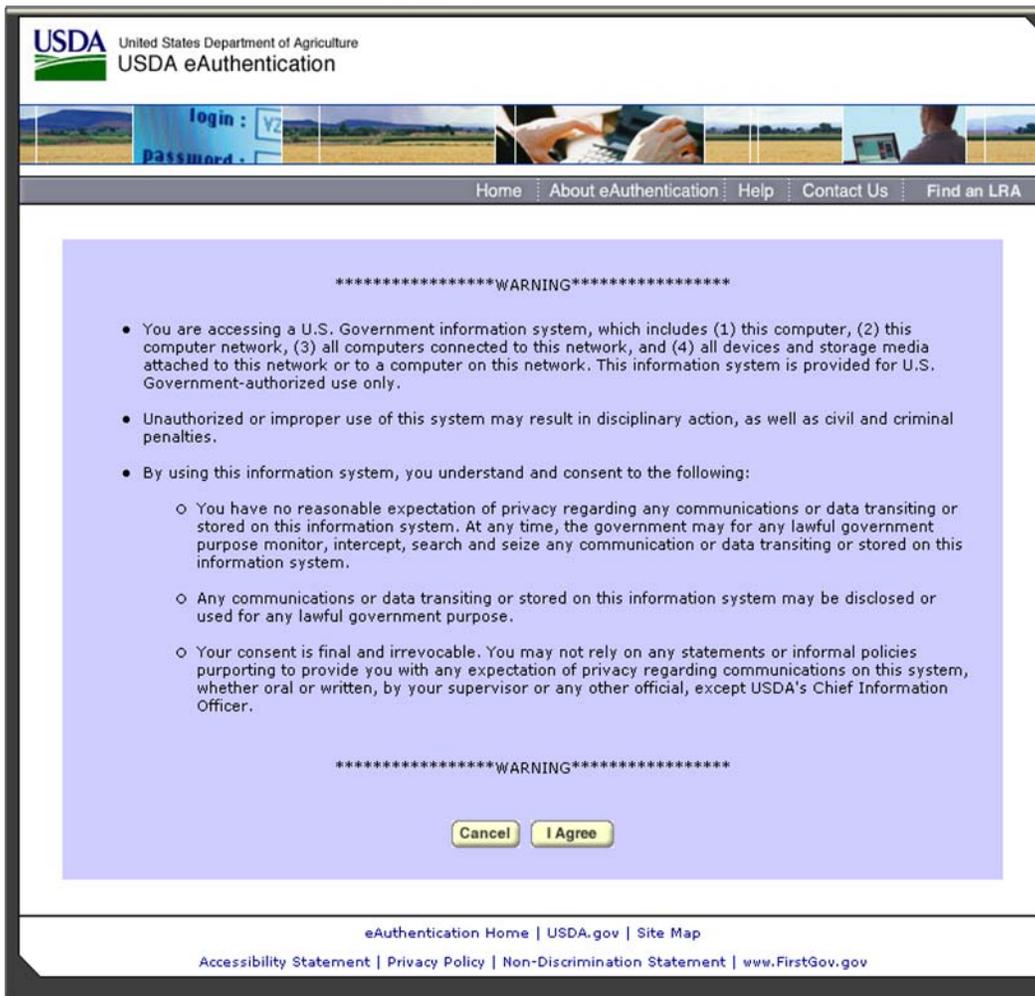
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2 Using NPS in County Offices

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.



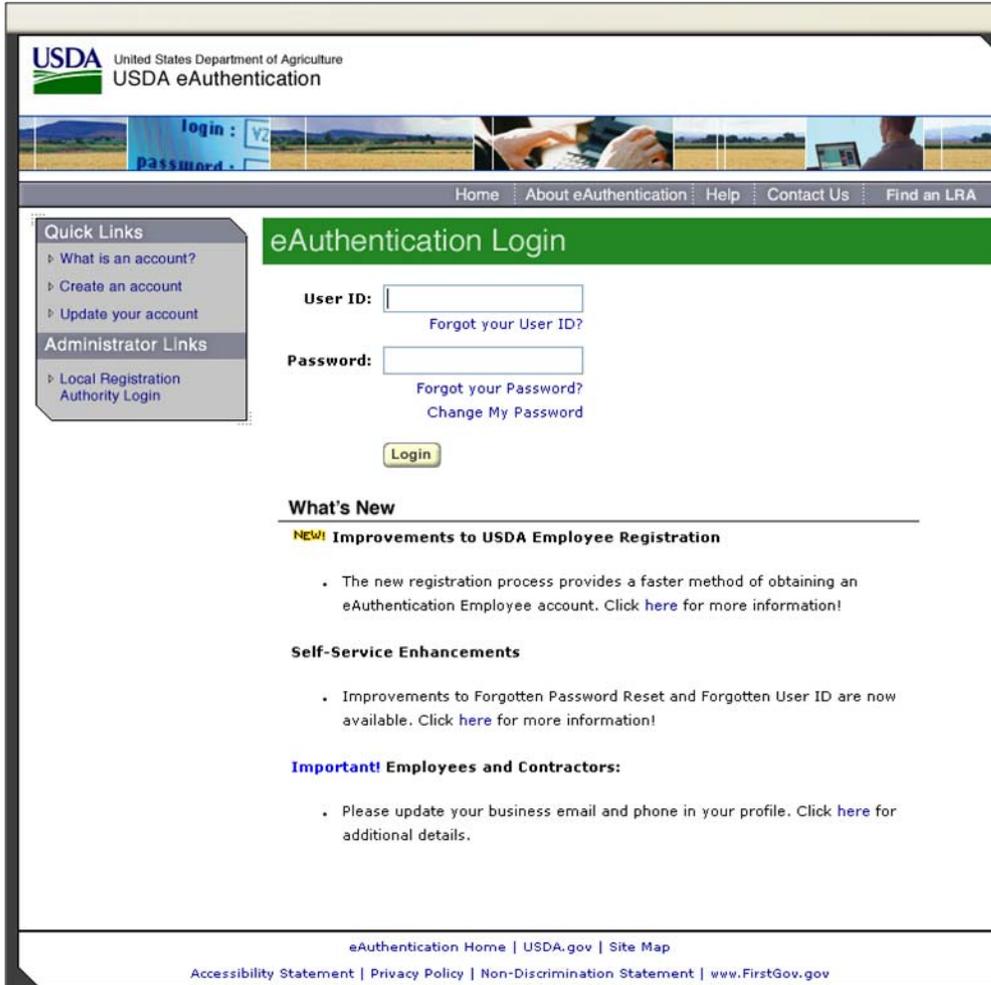
CLICK “I Agree” and the eAuthentication Login Screen will be displayed.

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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.



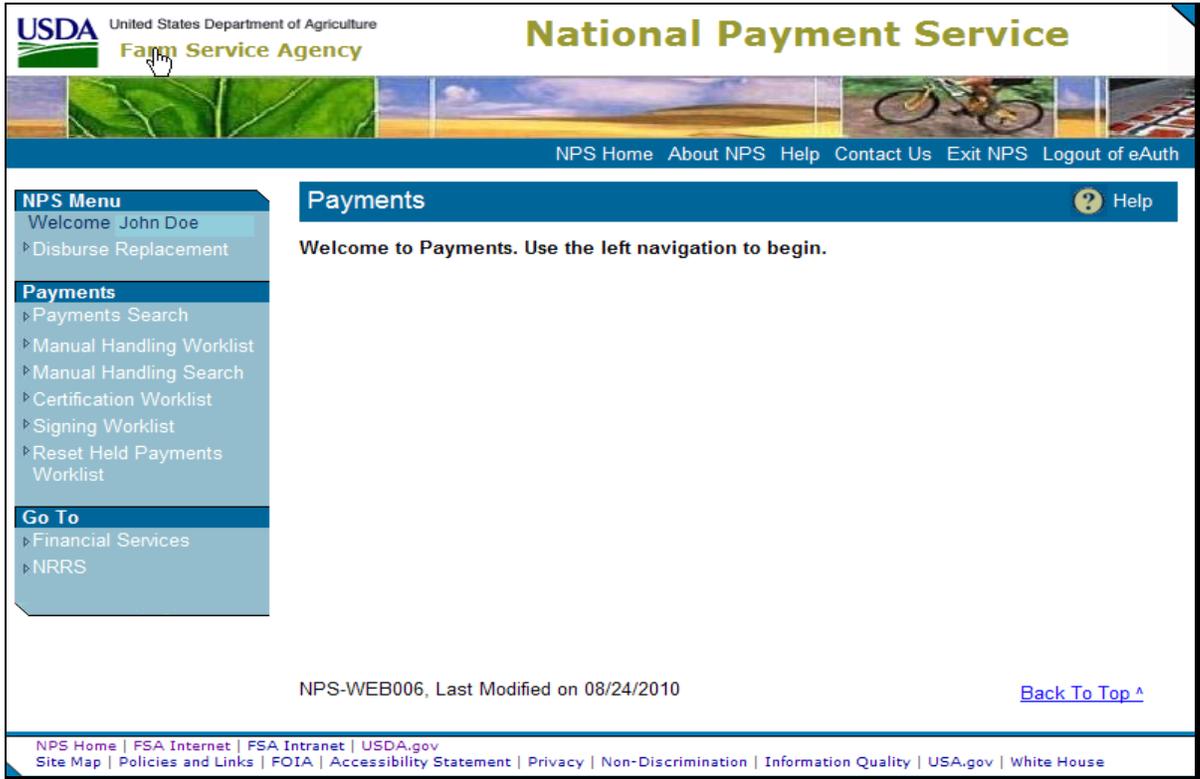
The screenshot shows the USDA eAuthentication login page. At the top left is the USDA logo and the text "United States Department of Agriculture" and "USDA eAuthentication". Below this is a banner image with "login:" and "password:" labels. A navigation bar contains links for Home, About eAuthentication, Help, Contact Us, and Find an LRA. On the left, there are "Quick Links" (What is an account?, Create an account, Update your account) and "Administrator Links" (Local Registration, Authority Login). The main content area is titled "eAuthentication Login" and features input fields for "User ID:" and "Password:". Below the User ID field is a link for "Forgot your User ID?". Below the Password field are links for "Forgot your Password?" and "Change My Password". A "Login" button is positioned below the password field. Underneath the login form is a "What's New" section with a "New!" icon, followed by "Improvements to USDA Employee Registration" and "Self-Service Enhancements". An "Important! Employees and Contractors:" section follows, with a link to update profile information. The footer contains links for "eAuthentication Home", "USDA.gov", "Site Map", "Accessibility Statement", "Privacy Policy", "Non-Discrimination Statement", and "www.FirstGov.gov".

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 "Certification Worklist"
- signing official's "Signing Worklist".

Note: 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.

B 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.

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3 Link to NRRS

A Navigating to NRRS

All screens in NPS now display the NRRS link that allows users to navigate to NRRS from NPS. The link is located on the left side of the screen, under the NPS Menu with the header “Go To”. With this link users may view the individual receivables identified in total as pending offset when certifying a payee’s payment request.

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 Help

Welcome to Payments. Use the left navigation to begin.

NPS Menu

- Welcome Jane Doe
- Disburse Replacement

Payments

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

Go To

- Financial Services
- NRRS**

NPS-WEB006, Last Modified on 08/17/2010 [Back To Top ^](#)

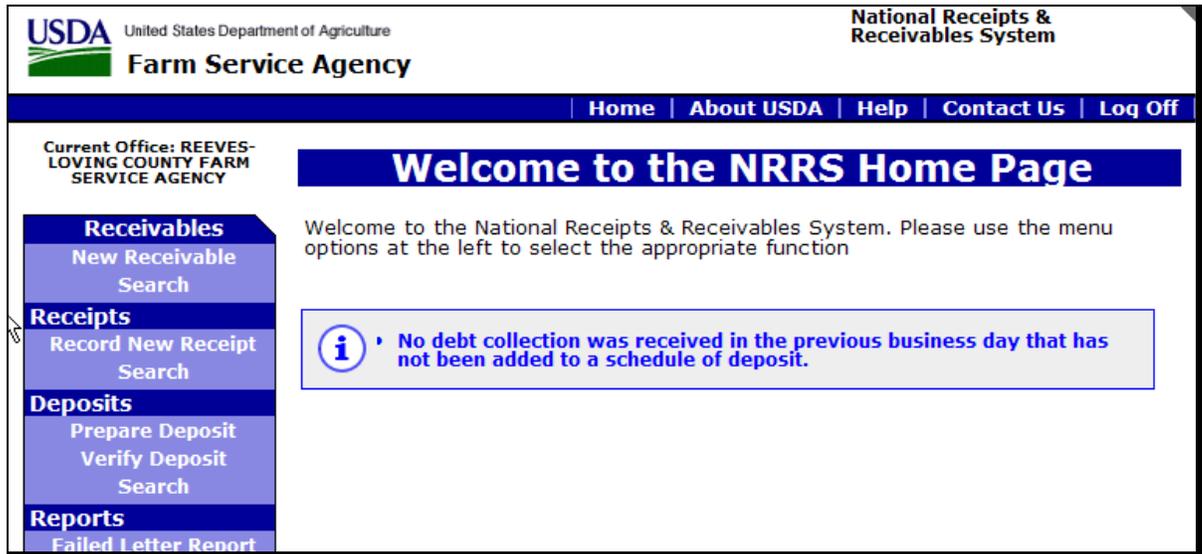
NPS Home | FSA Internet | FSA Intranet | USDA.gov
Site Map | Policies and Links | FOIA | Accessibility Statement | Privacy | Non-Discrimination | Information Quality | USA.gov | White House

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3 Link to NRRS (Continued)

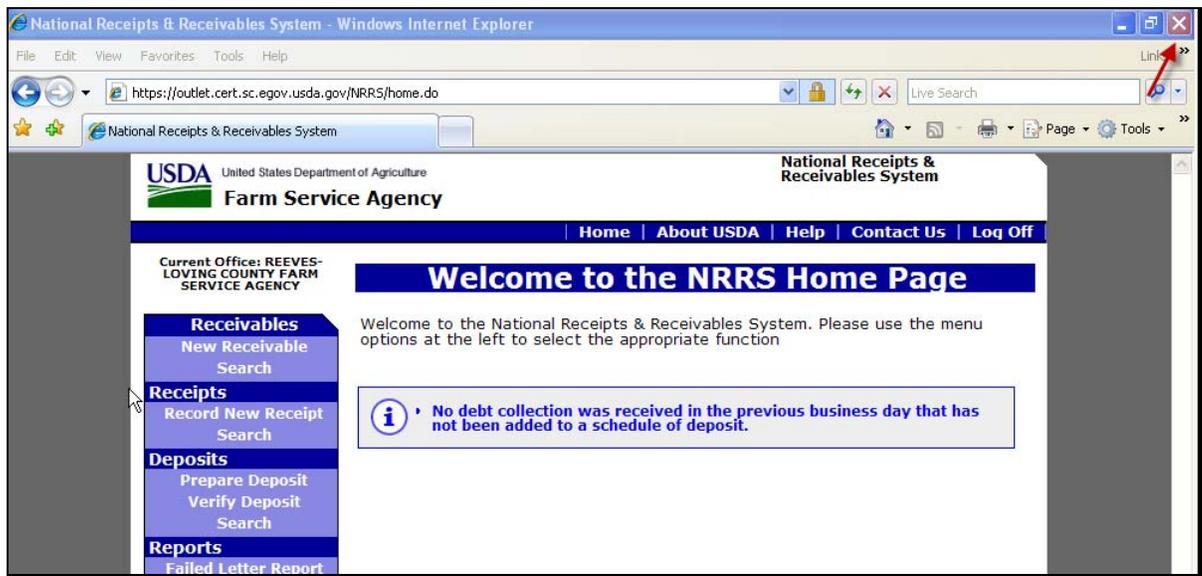
A Navigating to NRRS (Continued)

After the NRRS link has been selected in NPS, the Welcome to the NRRS Home Page will be displayed that will open in a separate window from NPS.



B Returning to NPS

To close out of NRRS and return to NPS, CLICK the red “X” at the top right of the screen in NRRS. This will close NRRS and return user to NPS.



Note: User will **not** have to sign back into NPS using eAuthentication.

4 Payment Search

A Payment Search Screen

Signed and canceled detailed payment requests 30 calendar days or older will no longer be viewable within NPS. Archived NPS detailed activity will **only** be available in the Financial Web Application Data Mart (FWADM). The following is an example of the Payments Search Screen. The Payments Search Screen will display the following message, “To search for payments that have been Signed or Cancelled, please search FWADM for most accurate detailed information”.

Note: Although recent payment requests (up to 30 calendar days after signed or cancelled) may be retrieved in NPS, FWADM should be used for most accurate information.

The screenshot shows the National Payment Service interface. At the top, it displays the USDA logo and 'National Payment Service'. A navigation bar includes links for 'NPS Home', 'About NPS', 'Help', 'Contact Us', 'Exit NPS', and 'Logout of eAuth'. On the left, there is an 'NPS Menu' with sections for 'Welcome Jane Doe', 'Disburse Replacement', 'Payments' (with sub-links like 'Payments Search', 'Manual Handling Worklist', etc.), and 'Go To' (with sub-links like 'Financial Services', 'NRRS'). The main content area is titled 'Payments Search' and contains a message: 'To search for payments that have been Signed or Cancelled, please search FWADM for most accurate detailed information.' Below this message are search filters: 'Search by County' with a dropdown menu; 'Issue Date' with 'From' and 'To' date fields (both set to 08/20/2010); 'Payment Status' with a dropdown menu; and 'Additional Criteria' with radio buttons for 'None', 'Tax ID', 'Program Alpha Code', and 'Reference'. There are also input fields for 'SSN (S)', 'Program Alpha Code', and 'Reference'. At the bottom of the search section are 'Search', 'Reset', and 'Exit' buttons. Below the search section is a 'Search by ID' section with a 'Payment ID' input field and 'Search', 'Reset', and 'Exit' buttons. The footer includes 'NPS-WEB023' and a 'Back To Top' link. The bottom-most footer contains various links: 'NPS Home | FSA Internet | FSA Intranet | USDA.gov | Site Map | Policies and Links | FOIA | Accessibility Statement | Privacy | Non-Discrimination | Information Quality | USA.gov | White House'.

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4 Payment Search (Continued)

B Archived Payment Detail

If search criteria information exceeds 30 calendar days, the Archived Payment Detail Screen will be displayed with the following information message.

The screenshot shows the 'Archived Payment Detail' screen. At the top, there is a navigation bar with links: NPS Home, About NPS, Help, Contact Us, Exit NPS, and Logout of eA. Below this is a blue header with the title 'Archived Payment Detail' and a 'Help' icon. An informational message is displayed in a blue box: 'Informational: Please use FWADM for payment detail reporting and research.' A red arrow points to this message. Below the message, the following payment details are shown: Payment ID: 2938, Payment Status: Signed, State / County: KS (20) - Sheridan (179), Payment Migration Status: Archived, and Migration Status Updated by: MQC201 on 07/06/2010. There is an 'Exit' button and a 'Back To Top' link at the bottom right. The screen also features a left-hand menu with sections: NPS Menu (Welcome Joe Doe, Disburse Replacement), Payments (Payments Search, Manual Handling Worklist, Manual Handling Search, Certification Worklist, Signing Worklist, Reset Held Payments Worklist), and Go To (Financial Services, NRRS). The footer contains 'NPS-WEB025' and 'Back To Top ^'.

4 Payment Search (Continued)

C Payment Search Results

If search criteria does **not** retrieve payment and the Payments Search Screen is displayed with the following informational message, users should ensure the following:

- search criteria was entered correctly
- payment request is not on the NPS staging queue
- payment has **not** been archived
- payment is **not** warehoused waiting on the issue date.

The screenshot shows the National Payment Service web application interface. At the top, there is a header with the USDA logo and the text "United States Department of Agriculture Farm Service Agency" and "National Payment Service". Below the header is a navigation bar with links: "NPS Home", "About NPS", "Help", "Contact Us", "Exit NPS", and "Logout of eAuth".

On the left side, there is a "NPS Menu" with sections: "Welcome John Doe", "Disburse Replacement", "Payments" (with sub-links for Payments Search, Manual Handling Worklist, Manual Handling Search, Certification Worklist, Signing Worklist, and Reset Held Payments Worklist), and "Go To" (with sub-links for Financial Services and NRRS).

The main content area is titled "Payments Search" and features a blue informational message box with a red arrow pointing to it. The message reads: "Informational: There currently are no active payments that match the criteria provided." Below this message, there is a blue text instruction: "To search for payments that have been Signed or Cancelled, please search FWADM for most accurate detailed information."

The search form includes the following fields and options:

- Search by County:** All required fields are denoted by an asterisk (*).
 - * County: TX (48) - LOVING (301) (dropdown menu)
 - * Issue Date: From (mm/dd/yyyy): 07/10/2010 To (mm/dd/yyyy): 08/25/2010
 - Payment Status: Select Status (dropdown menu)
- Additional Criteria:**
 - None
 - Tax ID: [] SSN (S) (dropdown menu)
 - Program Alpha Code: []
 - Reference: Select Code (dropdown menu) []

Buttons for "Search", "Reset", and "Exit" are provided for both search methods.

At the bottom of the page, there is a footer with the text "NPS-WEB023" and a "Back To Top ^" link. The very bottom of the page contains a navigation bar with links: "NPS Home", "FSA Internet", "FSA Intranet", "USDA.gov", "Site Map", "Policies and Links", "FOIA", "Accessibility Statement", "Privacy", "Non-Discrimination", "Information Quality", "USA.gov", and "White House".

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4 Payment Search (Continued)

D FWADM

User may access FWADM reports at

<https://fsadwhouse.sc.egov.usda.gov/FSA-DataMarts/FSAdataMartsHomePage.htm>.

The reports will assist users in researching payment requests, as follows.

- “Signed Payments” displays payment information by programs or dates that have been signed in NPS.
- “Unsigned Payments” displays payment information that has not been completed (signed) in NPS by programs or dates.
- “Warehoused Payments” displays information for payment requests being warehoused in NPS by program or date range.
- “NPS Payment Queue Detail” searches for payments by State and county that have been submitted by a program application, but **not** accepted by NPS.
- “Payments by Payable ID Report” searches for payments by payable ID. This report can be used to retrieve payments that have been archived.

User may access FWADM training modules from the DAFO Training web site at

<http://fsaintranet.sc.egov.usda.gov/fsatraining/>. CLICK “**Financial Web Applications**” and then CLICK “**Financial Web Application Data Mart**”.

5 Forced Check Payments

A Reset Payment Processing – Force Check

The “Reset Payment Processing” functionality within NPS has been modified to update County Office address information when a forced check is requested by the program application.

When a County Office address exceeds 35 characters, NPS is unable to process the payment request. When a forced check is applied, the address fields **cannot** be changed in NPS, thus making the County Office cancel the payment and resubmit after the address is changed in the Master Reference Table (MRT).

Now, the County Office may modify the county address within MRT table if address is over 35 characters and select the “Reset Payment Processing” functionality within NPS’s “Manual Handling Worklist” **without** cancelling the payment to update county address.

5 Forced Check Payments (Continued)

B Manual Handling Worklist

User may search for payments on “Manual Handling Worklist” or “Manual Handling Search”. Click the applicable link, the corresponding screen will be displayed. Enter search criteria (in the following example, the Manual Handling Worklist Search Screen), and CLICK “Search”.

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

NPS Menu
Welcome John Doe
Disburse Replacement

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

Go To
Financial Services
NRRS

Manual Handling Worklist Search

Search by County:
All required fields are denoted by an asterisk (*).
* County: TX (48) - REEVES (389)
* Issue Date: From (mm/dd/yyyy): 08/25/2010 To (mm/dd/yyyy): 08/25/2010
Payment Status: Select Status
Additional Criteria: None
 Tax ID: [] SSN (S)
 Program Alpha Code: []
 Reference: Select Code []
[Search] [Reset] [Exit]

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

NPS-WEB008 [Back To Top ^](#)

NPS Home | FSA Internet | FSA Intranet | USDA.gov
Site Map | Policies and Links | FOIA | Accessibility Statement | Privacy | Non-Discrimination | Information Quality | USA.gov | White House

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5 Forced Check Payments (Continued)

B Manual Handling Worklist (Continued)

To update County Office addresses from MRT table and move the payment to the “Certification Worklist”, CLICK “**Reset Payment Processing**” link from the applicable payment.

The screenshot displays the National Payment Service interface. At the top, it features the USDA logo and the text 'United States Department of Agriculture Farm Service Agency' and 'National Payment Service'. A navigation bar includes links for 'NPS Home', 'About NPS', 'Help', 'Contact Us', 'Exit NPS', and 'Logout of eAuth'. The main content area is titled 'Manual Handling WorkList' and includes a search summary: 'Your Request: State / County = TX (48) - REEVES (389), Issue Date = From 08/25/2010 to 08/26/2010. Click [here](#) to change search parameters.' Below this, a search result is shown: '1. Jane Dough : Tax ID: 111111111 S'. The payment details are: 'Program: 09FSFLRF Reference: LN - 555 Amount (\$): 100.00', 'Payment ID: 8786569 Issue Date: 08/25/2010', and 'State / County: TX (48) - REEVES (389)'. A red checkmark indicates 'Other Agency Offset', and a blue link 'Alternate Payee' is present. A blue link 'Reset Payment Processing' is highlighted with a red arrow. A 'Back' button is located below the search result. The footer contains the text 'NPS-WEB009' and a 'Back To Top ^' link. The bottom navigation bar includes links for 'NPS Home', 'FSA Internet', 'FSA Intranet', 'USDA.gov', 'Site Map', 'Policies and Links', 'FOIA', 'Accessibility Statement', 'Privacy', 'Non-Discrimination', 'Information Quality', 'USA.gov', and 'White House'.