

For: State and County Offices

New Replacement Status for NPS Treasury Disbursement Replacements

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

With the new Treasury Returned and Expired Disbursement functionality in NPS, some disbursement records may need to be removed from the certification worklist because of insufficient data or inability to locate a producer and/or vendor to reissue the Treasury disbursement.

For these disbursements, a new replacement status has been added to the Treasury Disbursement Replacement application to remove them from the certification worklist.

B Purpose

This notice provides instructions on the new NPS status code, “Hold for Write-off”.

Note: These instructions apply to both ACH/Treasury and Expired Treasury Check Replacements.

Disposal Date	Distribution
February 1, 2015	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

C Contact

If there are questions about this notice, contact the appropriate person 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 either of the following: <ul style="list-style-type: none">• Jackie Pickens by:<ul style="list-style-type: none">• e-mail at jackie.pickens@wdc.usda.gov• telephone at 202-772-6027• Nancy Chapman by:<ul style="list-style-type: none">• e-mail at nancy.chapman@kcc.usda.gov• telephone at 816-926-6971.

2 Log Into Treasury Disbursement Replacement

A Log Into the Web Site

County Office employees shall log into Treasury Disbursement Replacement in NPS according to 1-FI, paragraph 249.

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2 Log Into Treasury Disbursement Replacement (Continued)

B County Selection-Certification Worklist

From the Treasury Disbursement Welcome Screen, CLICK “**Certification Worklist**” located on the left navigation bar.

Enter the applicable search criteria according to 1-FI, paragraph 251 and CLICK “**Search**”.

The screenshot displays the National Payment Service web application interface. At the top, the USDA United States Department of Agriculture Farm Service Agency logo is on the left, and the title "National Payment Service" is in the center. Below the logo is a banner image with a blue navigation bar containing links: "NPS Home", "About NPS", "Help", "Contact Us", "Exit NPS", and "Logout of eAuth".

The main content area is titled "County Selection - Certification Worklist" and includes a "Help" icon. Under the heading "Search By County:", a note states "All required fields are denoted by an asterisk (*).". The search form contains the following fields:

- * State/County: A dropdown menu with "Select County" selected.
- ACH/Check #: A text input field.
- Tax ID: A text input field.
- SSN (S): A dropdown menu.
- DUNS Number: A text input field.

At the bottom of the form are three buttons: "Search", "Reset", and "Exit".

On the left side, there is a vertical "NPS Menu" with the following sections:

- Welcome
- Payments
- Treasury Disbursement Replacement
 - Search
- ACH/Treasury Check Replacement
 - Certification Worklist
 - Signing Worklist
 - Reset Held Worklist
- Expired Treasury Check Replacement
 - Certification Worklist
 - Signing Worklist
 - Reset Held Worklist
- Go To
 - Financial Services
 - NRRS
 - eFMS
 - OLP
 - Financial Inquiries
 - E-Forms
 - eLDP
 - State Office Reporting System

At the bottom left of the page is the text "NPS-WEB123" and at the bottom right is a link "Back To Top ^".

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3 ACH/Treasury Check Replacement Certification Worklist

A Detail

To update the replacement status, CLICK “Detail” link for the applicable disbursement.

The screenshot displays the National Payment Service interface. At the top, the USDA logo and 'Farm Service Agency' are on the left, and 'National Payment Service' is on the right. 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 'ACH/Treasury Check Replacement Certification WorkList' and includes a 'Printer Friendly' icon and a 'Help' icon. Below the title, a message states: 'Your Request: State/County = KS (20) - Sheridan (179), Disbursement Type = ACH Direct Deposit/Check, Replacement Type = ACH/Treasury Check Replacement. Click [here](#) to change search parameters.' It also indicates '114 items found, displaying 1 to 10.' and provides navigation links: '[First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last] [Refresh]'. The worklist contains four entries:

- 1. Jims Business 2 & Bill Gates**
Tax ID: [redacted] S Amount (\$): 300.00
Return Reason: Bad Address
Returned Date: 05/24/2013 Processing Date: 11/19/2012
Request ID: 1687 Replacement Status: Initial
State/County: KS (20)-Sheridan (179) [Detail](#)
- 2. TOM C BLISS**
Tax ID: [redacted] S Amount (\$): 100.00
Return Reason: Bad Address
Returned Date: 05/24/2013 Processing Date: 05/24/2013
Request ID: 920 Replacement Status: Edited
State/County: KS (20)-Sheridan (179) [Detail](#)
- 3. BRENT MOSS & BRENT MOSS**
Tax ID [redacted] S Amount (\$): 1.00
Return Reason: Bad Address
Returned Date: 05/24/2013 Processing Date: 05/24/2013
Request ID: 926 Replacement Status: Initial
State/County: KS (20)-Sheridan (179) [Detail](#)
- 4. COMMODITY CREDIT CORPORATION**
Tax ID: [redacted] S Amount (\$): 1.00
Return Reason: Outstanding UCC
Returned Date: 05/24/2013 Processing Date: 05/24/2013
Request ID: 931 Replacement Status: Edited
State/County: KS (20)-Sheridan (179) [Detail](#)

The left sidebar contains a 'NPS Menu' with sections for 'Welcome', 'Payments', 'Treasury Disbursement Replacement' (with sub-links for Search, ACH/Treasury Check Replacement, and Expired Treasury Check Replacement), and 'Go To' (with sub-links for Financial Services, NRRS, eFMS, OLP, Financial Inquiries, and E-Forms).

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3 ACH/Treasury Check Replacement Certification Worklist (Continued)

B ACH/Treasury Check Replacement Certification Approval

CLICK “Hold for Write-off” radio button and then CLICK “Submit”.

USDA United States Department of Agriculture
Farm Service Agency

National Payment Service

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

NPS Menu
Welcome
▸ Payments
Treasury Disbursement Replacement
▸ Search
ACH/Treasury Check Replacement
▸ Certification Worklist
▸ Signing Worklist
▸ Reset Held Worklist
Expired Treasury Check Replacement
▸ Certification Worklist
▸ Signing Worklist
▸ Reset Held Worklist
Go To
▸ Financial Services
▸ NRRS
▸ eFMS
▸ OLP
▸ Financial Inquiries
▸ E-Forms
▸ eLDP
▸ State Office Reporting System

ACH/Treasury Check Replacement Certification Approval

Printer Friendly Help

Informational: Please verify the current customer information below.

Original Disbursement Information:

JIMS BUSINESS 2 & BILL GATES
Tax ID: S Check #: 50024023
Return Reason: NPS D Migration/Default Processing Date: 11/19/2012
Returned Date: 11/19/2012 Amount (\$): 300.00
State/County: KO (90)-KANSAS CITY PAYMENT ACTIVITY (011) Request ID: 1687
Rollup Indicator: No
Foreign Address Line Indicator: No
Address Line 1: 1313 MAIN
City: ST LOUIS State: MO Zip: 63123
Disbursement Payee Type Description: Joint Payment

Current Replacement Disbursement Information:

JIMS BUSINESS 2 & BILL GATES
Disbursement Type: Check Foreign Address Line Indicator: No
Address Line 1: 1313 MAIN
City: ST LOUIS State: MO Zip: 63123
Explanation of Change:
Replacement Status: Initial

Action:

Defer
 Reset Payment Processing
 Edit
 CCC Return Check
 Hold for Write-off
 Approve

Submit Exit

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3 ACH/Treasury Check Replacement Certification Worklist (Continued)

C County Selection – Certification Worklist

The following is an example of the County Selection-Certification Worklist Screen . The informational message, “Informational: Request ‘XXXX’ has been held for write-off successfully”, will be displayed on this screen.

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".

The main content area is titled "County Selection - Certification Worklist" and features a blue informational message box: "Informational: Request '1687' has been held for write-off successfully." Below this is a "Search By County:" section with the instruction: "All required fields are denoted by an asterisk (*)." The search form includes the following fields:

- * State/County: Select County (dropdown menu)
- ACH/Check #: (text input field)
- Tax ID: (text input field) and SSN (S) (dropdown menu)
- DUNS Number: (text input field)

At the bottom of the search form are three buttons: "Search", "Reset", and "Exit".

On the left side, there is a "NPS Menu" with the following items:

- Welcome
- Payments
- Treasury Disbursement Replacement
 - Search
 - ACH/Treasury Check Replacement
 - Certification Worklist
 - Signing Worklist
 - Reset Held Worklist
 - Expired Treasury Check Replacement
 - Certification Worklist
 - Signing Worklist
 - Reset Held Worklist
- Go To
 - Financial Services
 - NRRS
 - eFMS
 - OLP
 - Financial Inquiries
 - E-Forms
 - eLDP
 - State Office Reporting System

At the bottom left of the page is the text "NPS-WEB123" and at the bottom right is a "Back To Top" link.

Note: The ACH/Treasury Check Replacement Certification Worklist will be displayed if more than 1 replacement was retrieved from the search parameters.

4 **Reset Held Worklist**

A **County Selection - Reset Held Worklist**

The County Selection - Reset Held Worklist Screen allows users to check the status to ensure that the replacement has been updated. **CLICK “Reset Held Worklist”** on the left, enter the applicable search criteria, and **CLICK “Search”**.

The screenshot displays the National Payment Service web application interface. At the top, the USDA logo and 'United States Department of Agriculture Farm Service Agency' are visible on the left, and 'National Payment Service' is centered. Below the header is a navigation bar with links: 'NPS Home', 'About NPS', 'Help', 'Contact Us', 'Exit NPS', and 'Logout of eAuth'. The main content area is titled 'County Selection - Reset Held Worklist' and includes a 'Help' icon. A 'Search By County:' section contains a note: 'All required fields are denoted by an asterisk (*)'. The search form includes the following fields: '* State/County:' with a dropdown menu showing 'Select County'; 'ACH/Check #:' with a text input field; 'Tax ID:' with a text input field and an 'SSN (S)' dropdown menu; and 'DUNS Number:' with a text input field. Below the form are three buttons: 'Search', 'Reset', and 'Exit'. On the left side, there is a vertical 'NPS Menu' with sections: 'Welcome', 'Payments', 'Treasury Disbursement Replacement' (with sub-items: Search, Certification Worklist, Signing Worklist, Reset Held Worklist), 'Expired Treasury Check Replacement' (with sub-items: Certification Worklist, Signing Worklist, Reset Held Worklist), and 'Go To' (with sub-items: Financial Services, NRRS, eFMS, OLP, Financial Inquiries, E-Forms, eLDP, State Office Reporting System). At the bottom left, the text 'NPS-WEB124' is displayed, and at the bottom right, there is a 'Back To Top ^' link.

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4 Reset Held Worklist (Continued)

B ACH/Treasury Check Replacement Reset Held Request

“Hold For Write Off” will be displayed in the “Replacement Status” field.

USDA United States Department of Agriculture
Farm Service Agency

National Payment Service

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

ACH/Treasury Check Replacement Reset Held Request

Printer Friendly Help

Original Disbursement Information:

JIMS BUSINESS 2 & BILL GATES	
Tax ID:	S
Return Reason:	NPS D Migration/Default
Returned Date:	11/19/2012
State/County:	KO (90)-KANSAS CITY PAYMENT ACTIVITY (011)
Rollup Indicator:	No
Foreign Address Line Indicator:	No
Address Line 1:	1313 MAIN
City:	ST LOUIS
State:	MO
Zip:	63123
Disbursement Payee Type Description:	Joint Payment

Check #: 50024023
Processing Date: 11/19/2012
Amount (\$): 300.00
Request ID: 1687

Current Replacement Disbursement Information:

JIMS BUSINESS 2 & BILL GATES	
Disbursement Type:	Check
Foreign Address Line Indicator:	No
Address Line 1:	1313 MAIN
City:	ST LOUIS
State:	MO
Zip:	63123
Explanation of Change:	Auto refresh from FS
Replacement Status:	Hold For Write Off

Action:

Defer
 Reset Request

Submit Exit

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If the replacement status was changed in error, the user shall **CLICK “Reset Request”** option and then **CLICK “Submit”**. This action will change the status back to the initial replacement status and return the replacement to the Certification Worklist.

4 Reset Held Worklist (Continued)

B ACH/Treasury Check Replacement Reset Held Request (Continued)

The County Selection-Certification Worklist will be displayed with the informational message, “Informational: Request ‘XXXX’ has been reset successfully to initial status and it will be available in Certification worklist”.

The screenshot displays the National Payment Service interface. At the top, the USDA logo and 'United States Department of Agriculture Farm Service Agency' are visible alongside the title 'National Payment Service'. A navigation bar contains links for 'NPS Home', 'About NPS', 'Help', 'Contact Us', 'Exit NPS', and 'Logout of eAuth'. The main content area is titled 'County Selection - Reset Held Worklist' and features an informational message: 'Informational: Request '1687' has been reset successfully to initial status and it will be available in Certification worklist.' Below this is a search section titled 'Search By County:' with a note that 'All required fields are denoted by an asterisk (*)'. The search form includes a dropdown for '* State/County:' (set to 'Select County'), text input for 'ACH/Check #:', text input for 'Tax ID:' with a dropdown for 'SSN (S)', and text input for 'DUNS Number:'. At the bottom of the form are 'Search', 'Reset', and 'Exit' buttons. A left-hand navigation menu lists various services like 'Payments', 'Treasury Disbursement Replacement', and 'Expired Treasury Check Replacement'. The footer contains 'NPS-WEB124' and a 'Back To Top' link.

Note: The ACH/Treasury Check Replacement Reset Held Worklist will be displayed if more than 1 replacement was retrieved from the search parameters.

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4 Reset Held Worklist (Continued)

C ACH/Treasury Check Replacement Certification Approval

To check replacement status, CLICK “**Certification Worklist**”. The ACH/Treasury Check Replacement Certification Approval Screen will be displayed with the original replacement status of “Initial” for the Treasury check replacement.

USDA United States Department of Agriculture
Farm Service Agency

National Payment Service

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

NPS Menu
Welcome
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Expired Treasury Check Replacement
▸ Certification Worklist
▸ Signing Worklist
▸ Reset Held Worklist
Go To
▸ Financial Services
▸ NRRS
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ACH/Treasury Check Replacement Certification Approval

Printer Friendly Help

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State/County: KO (90)-KANSAS CITY PAYMENT ACTIVITY (011) Request ID: 1687
Rollup Indicator: No
Foreign Address Line Indicator: No
Address Line 1: 1313 MAIN
City: ST LOUIS State: MO Zip: 63123
Disbursement Payee Type Description: Joint Payment

Current Replacement Disbursement Information:

JIMS BUSINESS 2 & BILL GATES
Disbursement Type: Check Foreign Address Line Indicator: No
Address Line 1: 1313 MAIN
City: ST LOUIS State: MO Zip: 63123
Explanation of Change:
Replacement Status: Initial

Action:

Defer
 Reset Payment Processing
 Edit
 CCC Return Check
 Hold for Write-off
 Approve

Submit Exit

NPS-WEB141 [Back To Top ^](#)

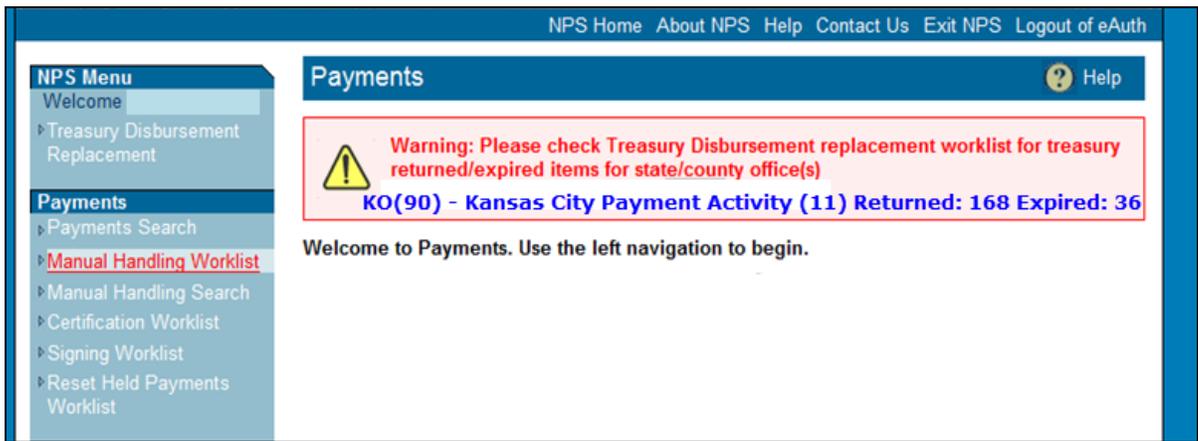
5 **Payments Screen**

A **Treasury Returned/Expired Items**

When the user clicks “**Hold for Write-off**” and “**Submit**”, the count total for the applicable State/County will also decrease for the Returned or Expired disbursement. See examples in subparagraphs B and C.

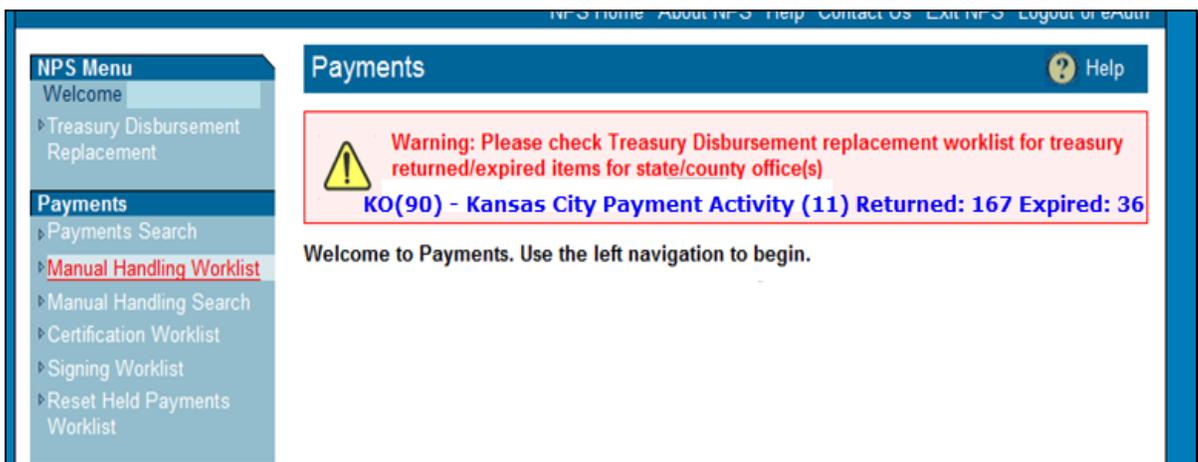
B **Example 1**

The following screen will be displayed **before** a returned disbursement replacement “Hold for Write-off” action was submitted for State(90)/County(11). **Returned: 168**, Expired: 36.



C **Example 2**

The following screen will be displayed **after** a returned disbursement replacement “Hold for Write-off” action has been submitted for State(90)/County(11). **Returned: 167**, Expired: 36.



Note: If the payment was changed in error and the “Reset Request” action was clicked and submitted, the count for the applicable item will return to the original count of **168**.

6 Treasury Disbursement Replacement Search

A Search

If users search by the “Replacement Status” option, “**Hold For Write Off**” and CLICK “**Search**”, the Treasury Disbursement Replacement Search Screen will be displayed and the applicable search criteria may then be selected.

B Instruction Applicability

The instructions in this notice apply to **both** ACH/Treasury and Expired Treasury Check Replacements.