

For: State and County Offices

National Payment Services (NPS) Worklists Sort and Print Order

Approved by: Acting Associate Administrator for Operations and Management



1 Overview

A Background

Field offices have reported that the NPS Certification and Signing Worklists sort and print inconsistently. This has created difficulty for users to reconcile those worklists during large payment runs. The Certification and Signing Worklists will now sort consistently **in the order payments were received by NPS**. The “Printer Friendly” button for both worklists will now create printable PDF reports containing a **maximum of 500** payment requests.

Note: Certification and Signing Worklists may differ because of separation of duties. A user who certifies a payment will not see that payment on the Signing Worklist. This may make it appear that payments are missing or not in the same order.

B Purpose

This notice provides instructions for:

- sorting the Certification and Signing Worklists to display in the same order
- printing or saving the Certification and Signing Worklists in NPS
- accessing the glossary.

Disposal Date	Distribution
November 1, 2016	State Offices; State Offices relay to County Offices

1 Overview (Continued)

C Contact

If there are any questions about this notice, State Offices shall contact the appropriate office according to the following table.

Issue	Contact
Software-related problems.	Contact the National Help Desk at 800-255-2434. Note: Select option 3 for hardware and FSA application software.
Policies or procedures for NPS	Contact either of the following: <ul style="list-style-type: none"> • Jackie Pickens by either of the following: <ul style="list-style-type: none"> • e-mail to jackie.pickens@wdc.usda.gov • telephone at 615-277-2613 • Darla Noah by either of the following: <ul style="list-style-type: none"> • e-mail to darla.noah@kcc.usda.gov • telephone at 816-926-2516.

D Login to NPS

State or County Office employees **must** have a valid eAuthentication user ID and password LincPass credentials to login, and an established role by FSA Security, to access the NPS website. See 1-FI, paragraph 136 for additional information.

2 Certification and Signing Worklists

A Sort Order for Certification and Signing Worklists

NPS Certification and Signing Worklists display payment requests based on the search criteria entered on the initial search screens. Selected payment requests will be displayed in the order they were received in NPS.

The following is an example of the County Selection - Certification Worklist Screen.

The screenshot shows the 'National Payment Service' interface. At the top, it features the USDA logo and 'United States Department of Agriculture Farm Service Agency'. The main title is 'National Payment Service'. Below this 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 includes a 'Help' icon. A message states: 'All required fields are denoted by an asterisk (*)'. The form contains the following fields and options:

- * County: [Select County] (dropdown menu)
- Additional Criteria:
 - None
 - Exclude Packaged Payments
 - Package ID: [] (text input)
 - Tax ID: [] [SSN (S)] (dropdown menu)
 - Program Alpha Code: [] (text input)
 - Program Area: [Select Program Area] (dropdown menu)

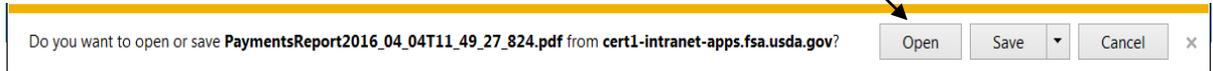
Buttons for 'Search', 'Reset', and 'Exit' are located at the bottom of the form. The footer includes the text 'NPS-WEB017' and a 'Back To Top ^' link. At the very bottom, there is a footer with links: 'NPS Home | FSA Internet | FSA Intranet | USDA.gov | Site Map | Policies and Links | FOIA | Accessibility Statement | Privacy | Non-Discrimination | Information Quality | USA.gov | White House'.

2 Certification and Signing Worklists (Continued)

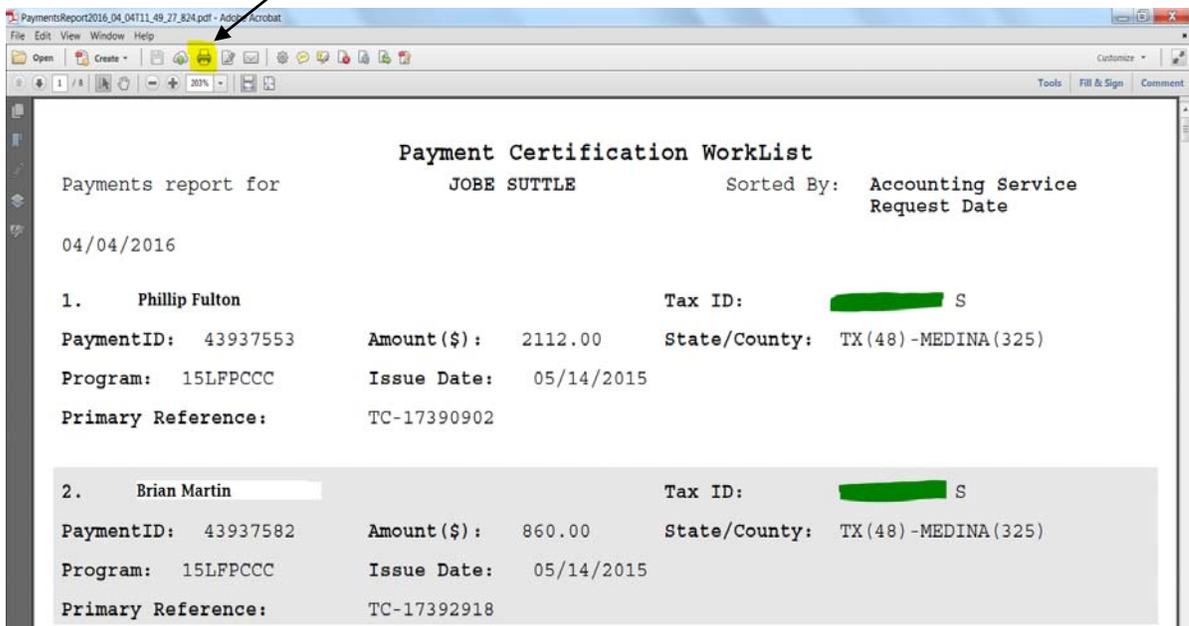
B Printing the Certification or Signing Worklists

Users can generate a PDF report by selecting “Printer Friendly” on either the Certification or Signing Worklist Screens. Print the worklist according to the following steps.

- In the dialog box at the bottom of the screen, CLICK “Open”. The first 500 payment requests (in order by selection criteria, then date received) will be displayed.



- Click the printer icon  in the toolbar to print the Worklist.



C Saving the Certification and Signing Worklists

- In the dialog box at the bottom of the screen, CLICK “Save”.



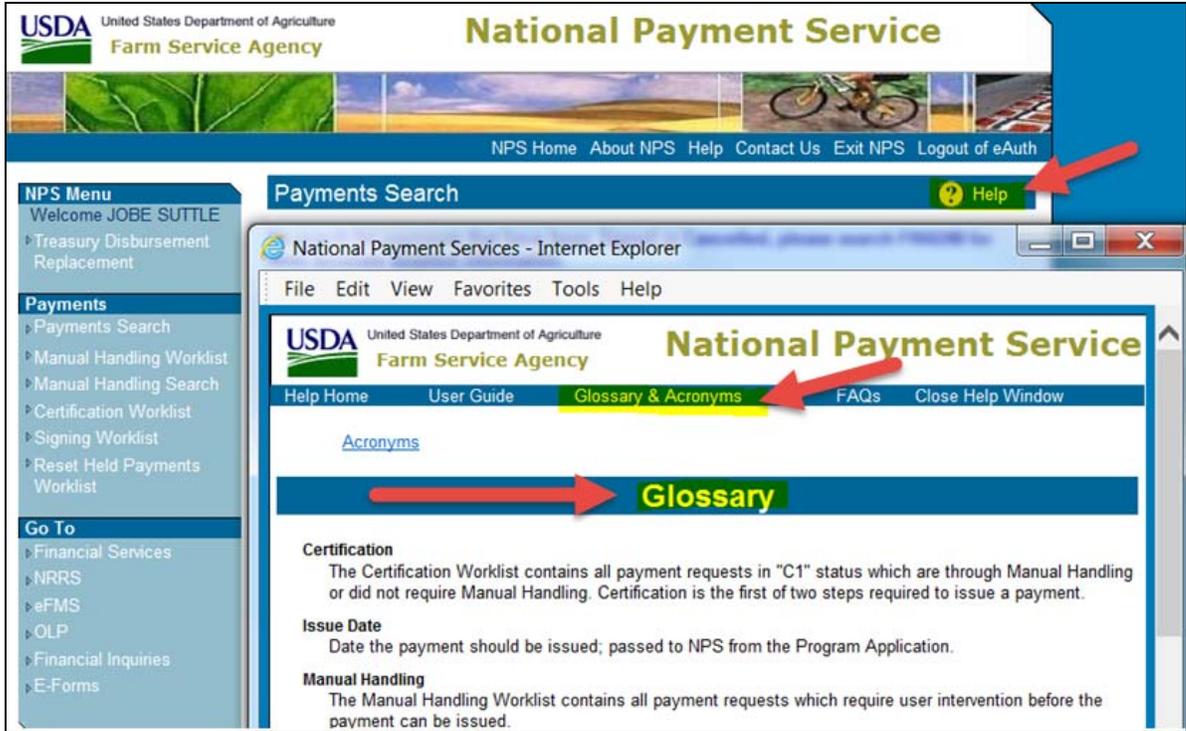
- A copy of the report will be saved in the “Downloads” folder. To view the report, CLICK “Open”:



3 NPS Glossary

A Example of Glossary Screen

The following is an example of the NPS Glossary Screen.



B Accessing the NPS Glossary

Access the NPS Glossary according to the following:

- CLICK “Help” on the top banner
- when the Help window opens, CLICK “Glossary & Acronyms”
- the Glossary will be displayed.