

For: State and County Offices

Entering Prompt Payment Interest (PPI) Reason Code in NPS After Signing

Approved by: Acting Associate Administrator for Operations and Management



1 Overview

A Background

The current functionality in NPS is designed to display and apply PPI reason codes to applicable payment requests on the Manual Handling Worklist.

This enhancement will prompt the user to select a PPI reason code during the signing process for payments which have become past due while awaiting processing in NPS.

Users will be prompted to select the applicable PPI reason code before the payment is submitted for processing.

B Purpose

This notice provides instructions for selecting the applicable PPI reason code for payment requests during the signing process.

Note: These instructions only apply to payment requests that have completed the manual handling process and are on the Certification or Signing Worklists.

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

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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. Note: Select option 3 for hardware and FSA application software. |
| Policies or procedures for NPS | Contact either of the following: • Jackie Pickens by either of the following: <ul style="list-style-type: none">• e-mail 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 darla.noah@kcc.usda.gov• telephone at 816-926-2516. |

D Log Into Website

County Office employees shall log into NPS according to 1-FI, paragraph 136.

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2 Worklist for Signing Official

A County Selection-Signing Worklist

The signing official shall navigate to the County Selection - Signing Worklist and enter the applicable search criteria according to 1-FI, paragraph 140.

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 on the left, and 'National Payment Service' is on the right. Below this is a navigation bar with links: 'NPS Home', 'About NPS', 'Help', 'Contact Us', 'Exit NPS', and 'Logout of eAuth'. A left-hand 'NPS Menu' contains sections for 'Welcome', 'Treasury Disbursement Replacement', 'Payments' (with sub-links for 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, NRRS, eFMS, OLP, Financial Inquiries, and E-Forms). The main content area is titled 'County Selection - Signing Worklist' and includes a 'Help' icon. Below the title, a note states 'All required fields are denoted by an asterisk (*)'. The form contains the following fields: a required dropdown for 'County' (set to 'KS (20) - Sheridan (179)'), a radio button for 'Additional Criteria' set to 'None', an unchecked checkbox for 'Exclude Packaged Payments', a text input for 'Package ID', a radio button for 'Tax ID' with a text input and a dropdown for 'SSN (S)', a radio button for 'Program Alpha Code' with a text input, and a radio button for 'Program Area' with a dropdown menu set to 'Select Program Area'. At the bottom of the form are 'Search', 'Reset', and 'Exit' buttons. The footer includes 'NPS-WEB020' on the left and a 'Back To Top' link on the right.

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2 Worklist for Signing Official (Continued)

B Payment Signing Worklist

To sign payment requests on the Payment Signing Worklist, the signing official shall select the applicable radio button for each request, according to 1-FI, 140, subparagraph C.

CLICK “Submit Actions for Individual Payments” to process payment requests.

The following is an example of a Payment Signing Worklist.

The screenshot displays the 'Payment Signing Worklist' interface. At the top, there is a navigation bar with links for 'NPS Home', 'About NPS', 'Help', 'Contact Us', 'Exit NPS', and 'Logout of eAuth'. Below this is a sidebar menu titled 'NPS Menu' with sections for 'Welcome', 'Treasury Disbursement Replacement', 'Payments', and 'Go To'. The 'Payments' section includes links for 'Payments Search', 'Manual Handling Worklist', 'Manual Handling Search', 'Certification Worklist', 'Signing Worklist', and 'Reset Held Payments Worklist'. The 'Go To' section includes 'Financial Services', 'NRRS', 'eFMS', 'OLP', 'Financial Inquiries', and 'E-Forms'. The main content area is titled 'Payment Signing WorkList' and includes a 'Printer Friendly' icon and a 'Help' icon. Below the title, it states 'Your Request: State / County = KS (20) - Sheridan (179), Tax ID = 510645933 S. Click [here](#) to change search parameters.' There are three payment requests listed, each for 'BOB SMITH' with a 'Tax ID' link. Each request includes the following details: 'Payment ID', 'Amount (\$)', 'State / County', 'Program', 'Issue Date', 'PPI Start Date', 'Primary Reference', and 'Certified By'. Below each request are three radio buttons: 'Approve', 'Dispute', and 'Defer'. The 'Defer' option is selected for all three requests. At the bottom of the interface, there are two buttons: 'Submit Actions for Individual Payments' and 'Back'. The footer contains the text 'NPS-WEB021' and a 'Back To Top' link.

Payment Signing WorkList Printer Friendly Help

Your Request: State / County = KS (20) - Sheridan (179), Tax ID = 510645933 S. Click [here](#) to change search parameters.

- 1. BOB SMITH Tax ID:** [S Detail](#)
Payment ID: 35905046 **Amount (\$):** 1.00 **State / County:** KS (20) - Sheridan (179)
Program: 05NAP **Issue Date:** 05/26/2016 **PPI Start Date:** 05/26/2016
Primary Reference: CE - 012345678901
Certified By: NPSToolTest - 05/26/2016
 Receivables: (N) Other Agency Offset: (N) Alternate Payee: (N)
 Approve
 Dispute
 Defer
- 2. BOB SMITH Tax ID:** [S Detail](#)
Payment ID: 35905047 **Amount (\$):** 1.00 **State / County:** KS (20) - Sheridan (179)
Program: 05ELDPWHT **Issue Date:** 05/26/2016 **PPI Start Date:** 01/12/2015
Primary Reference: CE - 012345678901
Certified By: NPSToolTest - 05/26/2016
 Receivables: (N) Other Agency Offset: (N) Alternate Payee: (N)
 Approve
 Dispute
 Defer
- 3. BOB SMITH Tax ID:** [S Detail](#)
Payment ID: 35905048 **Amount (\$):** 2,000.00 **State / County:** KS (20) - Sheridan (179)
Program: 05ELDPWHT **Issue Date:** 05/26/2016 **PPI Start Date:** 01/12/2015
Primary Reference: CE - 012345678901
Certified By: NPSToolTest - 05/26/2016
 Receivables: (N) Other Agency Offset: (N) Alternate Payee: (N)
 Approve
 Dispute
 Defer

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2 Worklist for Signing Official (Continued)

C Payment Signing Confirmation

If the signing official selects “Submit Actions for Individual Payments” and PPI is due on one or more of the submitted payment requests and a PPI reason code was not provided in manual handling, the user shall be taken to the Payment Signing Confirmation Screen displaying, “Requires Prompt Pay Reason Code” and the message:

“**Warning:** One or more signed payments require Prompt Pay Reason Code”.

The following is an example of the Payment Signing Confirmation Screen with the warning message displayed.

The screenshot shows the 'Payment Signing Confirmation' screen. At the top, there is a navigation bar with links: NPS Home, About NPS, Help, Contact Us, Exit NPS, Logout of eAuth. On the left is an 'NPS Menu' with categories: Welcome, Treasury Disbursement Replacement, Payments (with sub-items: Payments Search, Manual Handling Worklist, Manual Handling Search, Certification Worklist, Signing Worklist, Reset Held Payments Worklist), and Go To (with sub-items: Financial Services, NRRS, eFMS, OLP, Financial Inquiries, E-Forms). The main content area has a title 'Payment Signing Confirmation' and a 'Printer Friendly' link. A red warning banner at the top of the main area reads: 'Warning: One or more signed payments require Prompt Pay Reason Code.' Below this, the text 'Requires Prompt Pay Reason Code:' is displayed in red. There are two payment entries, each with a list of radio button options for reason codes: 1. BOB SMITH Tax ID: S, Payment ID: 35905048, Amount (\$): 2,000.00, State / County: KS (20) - Sheridan (179), Program: 05ELDPEWHT, Issue Date: 05/26/2016, Primary Reference: CE - 012345678901, Initial Reviewer: NPSToolTest, Final Reviewer: [blank]. Options: Computer system failure (CF), Program documentation delay (DD), High number of payments being processed (HV), Local office misplacement/mishandling (MD). 2. BOB SMITH Tax ID: S, Payment ID: 35905050, Amount (\$): 2,000.00, State / County: KS (20) - Sheridan (179), Program: 05ELDPEWHT, Issue Date: 05/26/2016, Primary Reference: CE - 012345678901, Initial Reviewer: NPSToolTest, Final Reviewer: [blank]. Options: Computer system failure (CF), Program documentation delay (DD), High number of payments being processed (HV), Local office misplacement/mishandling (MD). Below the entries, a summary shows: Payment Count: 2, Payment Total (\$): 4,000.00. A 'Signed:' section shows: 1. BOB SMITH Tax ID: S, Payment ID: 35905046, Amount (\$): 1.00, State / County: KS (20) - Sheridan (179), Program: 05NAP, Issue Date: 05/26/2016, Primary Reference: CE - 012345678901, Initial Reviewer: NPSToolTest, Final Reviewer: DM003976. Summary: Payment Count: 1, Payment Total (\$): 2,000.00. At the bottom is a 'Submit Prompt Pay Actions' button.

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2 Worklist for Signing Official (Continued)

C Payment Signing Confirmation (Continued)

The Payment Signing Confirmation Screen will be displayed with the following fields:

- “Payment Count”, total number of payments requiring a PPI reason code
- “Payment Total (\$)”, total dollar amount of payments that require a PPI reason code.

Once PPI reason codes have been selected for all payment requests requiring them, CLICK “Submit Prompt Pay Action” to process payments.

Note: The Payment Signing Confirmation Screen will also be displayed with the “Payment Count” and “Payment Total (\$)” for payment requests that were signed, requiring no further action.

If the signing official selects “Submit Prompt Pay Action” without selecting the applicable reason codes, the following error message will be displayed on the Payment Signing Confirmation Screen:

Error: Prompt Pay Reason Code is required for payment ID ‘XXXXXXXX’. Prompt Pay reason code is required for payment ID ‘XXXXXXXX’. Please re-select Prompt Pay Reason Code for all the payments.

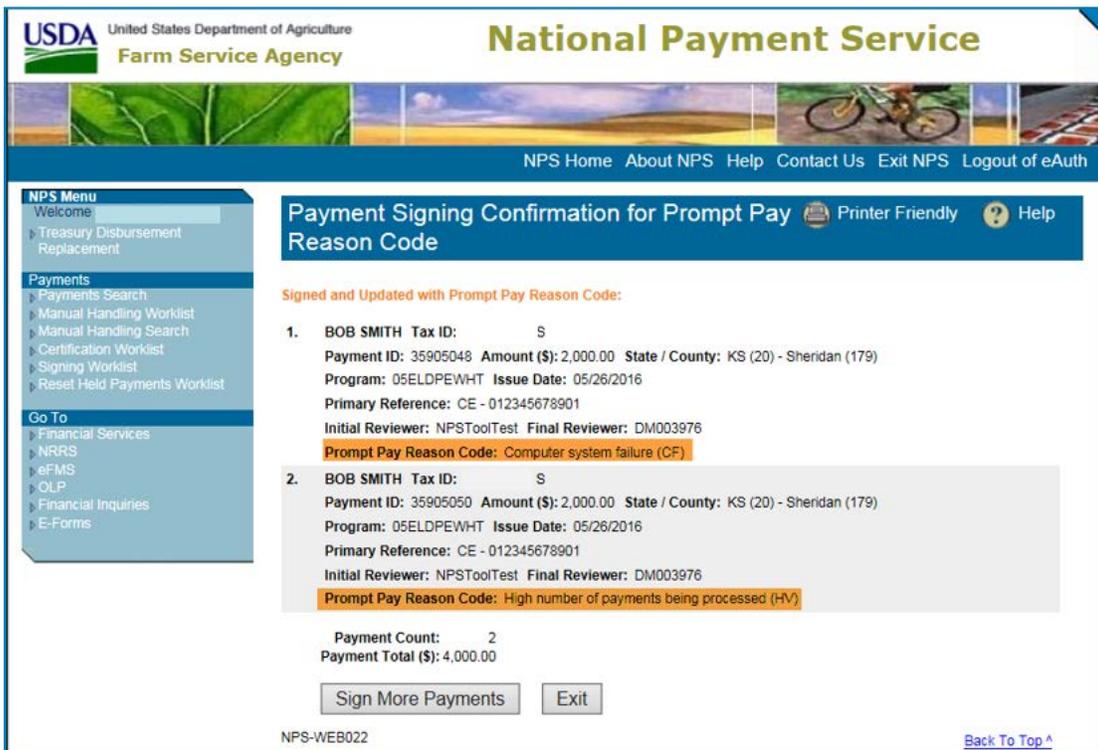
2 Worklist for Signing Official (Continued)

D Payment Signing Confirmation for Prompt Pay Reason Code

Once PPI payment requests have been submitted by the signing official, the Payment Signing Confirmation for Prompt Pay Reason Code Screen will be displayed with the following information message: “Signed and Updated with Prompt Pay Reason Code”.

The screen will display the selected PPI reason code for each payment request.

The following is an example of a Payment Signing Confirmation for Prompt Pay Reason Code Screen.



Click either of the following:

- “Sign More Payments” to return to the “Payment Signing Worklist”
- “Exit”, if no other payments need to be signed, returning user to the “County Selection-Signing Worklist”.

3 Packaged Payments

A Package Payments Signing Worklist

If packaged payments require PPI reason codes, the user shall navigate to the Payment Signing Worklist and select the “Package” link for the applicable package payment.

The Package Payments Signing Worklist will then be displayed.

For package payments, the signing official shall select the applicable radio button. CLICK “Approve” and then “Submit Action for Package”.

The following is an example of a Package Payments Signing Worklist.

The screenshot shows 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". Below this is a navigation bar with links for "NPS Home", "About NPS", "Help", "Contact Us", "Exit NPS", and "Logout of eAuth". A left-hand menu titled "NPS Menu" includes sections for "Welcome", "Treasury Disbursement Replacement", "Payments" (with sub-links for Search, Manual Handling, Certification, Signing, and Reset Held Payments), and "Go To" (with sub-links for Financial Services, NRRS, eFMS, OLP, Financial Inquiries, and E-Forms). The main content area is titled "Package Payments Signing WorkList" and includes a "Printer Friendly" and "Help" link. An informational box states: "Informational: Approving the package will put all the payments associated with this package in 'Signed' status." Below this, a search filter shows "Your Request: State / County = KS (20) - Sheridan (179). Click here to change search parameters." The worklist displays three entries for "Bob Smith" with a tax ID of "S" and a "Detail" link. Each entry includes: Payment ID, Amount (\$), State / County, Program, Issue Date, PPI Start Date, Primary Reference, Secondary Reference, Certified By, Payment Status, and Package ID. Below each entry are expandable options for "Receivables", "Other Agency Offset", and "Alternate Payee". A summary section shows "Package Count: 3" and "Package Total (\$): 2,272.00". At the bottom, there are radio buttons for "Approve" (selected), "Dispute", and "Defer", along with "Submit Action for Package" and "Back" buttons. The footer contains "NPS-WEB159" and a "Back To Top" link.

Note: The Package Payments Signing Confirmation Screen will display the same fields stated in subparagraph 2 C.

3 Packaged Payments (Continued)

B Packaged Payments Signing Confirmation

If the signing official selects “Submit Actions for Package” and PPI is due on the package payments, the user shall be taken to the Package Payments Signing Confirmation Screen.

The signing official shall receive the following message:

“**Warning:** One or more signed payments require Prompt Pay Reason Code”.

The signing official shall select the applicable PPI reason codes and CLICK “Submit Prompt Pay Action” to process PPI payments.

The following is an example of a Package Payments Signing Confirmation Screen.

NPS Menu
 Welcome
 Treasury Disbursement Replacement
Payments
 Payments Search
 Manual Handling Worklist
 Manual Handling Search
 Certification Worklist
 Signing Worklist
 Reset Held Payments Worklist
Go To
 Financial Services
 NRRS
 eFMS
 OLP
 Financial Inquiries
 E-Forms

Package Payments Signing Confirmation [Printer Friendly](#) [Help](#)

Warning: One or more signed payments require Prompt Pay Reason Code.

Requires Prompt Pay Reason Code:

1. **Bob Smith** Tax ID: S
 Payment ID: 35905053 Amount (\$): 1,042.00 State / County: KS (20) - Sheridan (179)
 Program: 14WHTNRMAL Issue Date: 05/26/2016
 Primary Reference: CE - 012345678901 Secondary Reference: PY - 2005
 Initial Reviewer: NPSToolTest Final Reviewer:
 Package ID: 6962
 Computer system failure (CF)
 Program documentation delay (DD)
 High number of payments being processed (HV)
 Local office misplacement/mishandling (MD)

2. **Bob Smith** Tax ID: S
 Payment ID: 35905054 Amount (\$): 1,024.00 State / County: KS (20) - Sheridan (179)
 Program: 14WHTNRMAL Issue Date: 05/26/2016
 Primary Reference: CE - 012345678901 Secondary Reference: PY - 2005
 Initial Reviewer: NPSToolTest Final Reviewer:
 Package ID: 6962
 Computer system failure (CF)
 Program documentation delay (DD)
 High number of payments being processed (HV)
 Local office misplacement/mishandling (MD)

Payment Count: 2
 Payment Total (\$): 2,066.00

Pending Signing:

1. **Bob Smith** Tax ID: S
 Payment ID: 35905055 Amount (\$): 206.00 State / County: KS (20) - Sheridan (179)
 Program: 14WHTNRMAL Issue Date: 05/26/2016
 Primary Reference: CE - 012345678901 Secondary Reference: PY - 2005
 Initial Reviewer: NPSToolTest Final Reviewer:
 Package ID: 6962
 Payment Count: 1
 Payment Total (\$): 206.00

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3 Packaged Payments (Continued)

C Package Payments Signing Confirmation for Prompt Pay Reason Code

Once PPI payment requests have been submitted by the signing official, the Package Payments Signing Confirmation for Prompt Pay Reason Code Screen will be displayed with the following informational message: “Signed and Updated with Prompt Pay Reason Code”.

The screen will be displayed with the selected PPI reason code for each submitted payment request.

The following is an example of a Payment Signing Confirmation for Prompt Pay Reason Code 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

NPS Menu
Welcome
Treasury Disbursement Replacement
Payments
Payments Search
Manual Handling Worklist
Manual Handling Search
Certification Worklist
Signing Worklist
Reset Held Payments Worklist
Go To
Financial Services
NRRS
eFMS
OLP
Financial Inquiries
E-Forms

Package Payments Signing Confirmation for Prompt Pay Reason Code

Printer Friendly Help

Signed and Updated with Prompt Pay Reason Code:

- 1. Bob Smith** Tax ID: S
Payment ID: 35905053 Amount (\$): 1,042.00 State / County: KS (20) - Sheridan (179)
Program: 14WHTNRMAL Issue Date: 05/26/2016
Primary Reference: CE - 012345678901 Secondary Reference: PY - 2005
Initial Reviewer: NPSToolTest Final Reviewer: DM003976
Package ID: 6962
Prompt Pay Reason Code: High number of payments being processed (HV)
- 2. Bob Smith** Tax ID: S
Payment ID: 35905054 Amount (\$): 1,024.00 State / County: KS (20) - Sheridan (179)
Program: 14WHTNRMAL Issue Date: 05/26/2016
Primary Reference: CE - 012345678901 Secondary Reference: PY - 2005
Initial Reviewer: NPSToolTest Final Reviewer: DM003976
Package ID: 6962
Prompt Pay Reason Code: Program documentation delay (DD)

Payment Count: 2
Payment Total (\$): 2,066.00

Signed:

- 1. Bob Smith** Tax ID: S
Payment ID: 35905055 Amount (\$): 206.00 State / County: KS (20) - Sheridan (179)
Program: 14WHTNRMAL Issue Date: 05/26/2016
Primary Reference: CE - 012345678901 Secondary Reference: PY - 2005
Initial Reviewer: NPSToolTest Final Reviewer: DM003976
Package ID: 6962
Payment Count: 1
Payment Total (\$): 206.00

Sign More Payments Exit

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Click either of the following:

- “Sign More Payments” to return to the Payment Signing Worklist
- “Exit”, if no other payments need to be signed, returns to the County Selection-Signing Worklist.