

For: FSA State and County Office Employees

Procedures for Canceling Payment Requests

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

Researching and tracking payment information processed by NPS has become easier with the development of payment reports using Financial Web Application Data Mart (FWADM). One of the FWADM reports, the Unsigned Payment Report, should be used to review and work any payments that are in an unsigned status. By using this report, Field Offices can identify payment requests that should be removed from NPS. The Field Office must cancel the payment request using the originating program application, which will send a cancellation request to NPS so that NPS can mark the payment as “Canceled Unsigned”. However, because of inconsistencies between the program applications and NPS or sometimes the unavailability of program software, Field Offices are unable to create the cancellation request.

Prompt payment interest (PPI) is systematically calculated in NPS when the PPI due date is passed to NPS with the payment request. Not all program applications residing on System 36 have the ability to pass the PPI due date, and some web-based applications are not passing the correct PPI due date. If PPI is required, payment information is now entered in the Online Payment System (OLP) using the original program code to create the PPI payment.

Before PPI payments were created through OLP, PPI payments were created in the System 36 Checkwriting Application using program codes INTPEN and ADDINTPEN, but the system did not have the capability to cancel these payments.

Disposal Date December 1, 2012	Distribution All FSA State and County Office employees; State Offices relay to County Offices
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1 Overview (Continued)

B Purpose

This notice:

- provides instructions for:
 - accessing the Unsigned Payment Report in FWADM
 - canceling INTPEN and ADDINTPEN payments and payments initiated:
 - by a web-based program application
 - by a program application residing on System 36
 - through the OLP application.

C Contact

If there are questions about this notice, State Offices shall contact the appropriate office as follows.

Issue	Contact
Software-related problems	Report the issue in Remedy Self Service or notify the local ITS Technical Services Division representative.
Questions about policies or procedures	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 703-305-1310• Nancy Chapman by:<ul style="list-style-type: none">• e-mail at nancy.chapman@kcc.usda.gov• telephone at 816-926-6971.

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2 Accessing FWADM

A Log In

User shall run the Unsigned Payment Report using FWADM. Access FWADM according to the following.

Step	Action
1	Access the FSA Intranet Home Page at http://intranet.fsa.usda.gov/fsa/ .
2	Under Resources, CLICK “FSA Applications”.
3	Under Common Applications, CLICK “FSA Data Marts”.

Note: The following FWDAM Screens may appear differently for each user depending on the user’s security profile.

On the FSA Data Warehouse Home Page, CLICK “Hyperion Data Marts”.

USDA Farm Service Agency Intranet **FSA Data Warehouse Home Page**

Data Warehouse News and Updates

Alerts [Click here to view planned or unexpected changes/outages/alerts](#)

NOTICE!
You are entering an Official United States Government System, which may be used only for authorized purposes. Unauthorized modification of any information stored on this system may result in criminal prosecution. The Government may monitor and audit usage of this system, and all persons are hereby notified that use of this system constitutes consent to such monitoring and auditing.

FSA has now completely upgraded to the Hyperion reporting tool. Brio has been disabled. Hyperion software should have been installed on your PCs. Please click on the link titled 'Navigation through Hyperion' on the right for instructions to access a data mart.

Hyperion will have a different look from the Brio Web page data marts, the reports themselves have not changed. General information that applies to all data marts may be displayed in this area from time to time. Please refer to this screen often.

Click on the link to the right titled 'Hyperion Data Marts' and provide your Eauth Id and password to enter Hyperion.

Read Important Information for:

[States that use FSA State/County Data Mart Federal/Non-Federal Financial Reports](#)

[States and Large Offices using all other Data Mart Reports](#)

[Navigating through Hyperion](#)

[Hyperion Data Marts](#)

[Oracle EPM 11 Data Marts](#)

[FSA Intranet Applications Page](#)

On the eAuthentication:

- Warning Page, CLICK “I Agree”
- Login Screen, enter the valid eAuthentication user ID and password or LincPass.

2 Accessing FWADM Reports (Continued)

A Log In (Continued)

On the Hyperion Data Mart Root Folder Listing Screen, under “Root”, CLICK “FWADM Data Mart”.



B Viewing Payment FWADM Reports

The following is an example of the FWADM Data Mart Screen. CLICK “Payment Reports”, listed under the folder FWADM Data Mart, for a list of all reports for payments.



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2 Accessing FWADM Reports (Continued)

B Viewing Payment FWADM Reports (Continued)

The following is an example of the list of Payment Reports. Click on the “bqy” icon under “Unsigned Payments” to access the report.

The screenshot displays the 'Payment Reports' section of the FWADM Data Mart. The interface includes a left-hand navigation pane and a main content area. The main content area lists several reports, each with a title, a brief description, a date and time, and a 'bqy' icon. The reports listed are:

- Cancel Sub**: Report provides detailed information regarding replacement checks and ACH payments made for disbursements issued prior to centralization. Nov 18 2011 1:50 PM
- Cancel Sub Status**: Report provides information on replacement check and ACH payments for a given status code. Replacements are for disbursements made prior to centralization. Nov 18 2011 1:50 PM
- Disbursement by Joint Payment**: Displays disbursement information of the Joint Payees for the requested Producer's Tax ID. Nov 18 2011 1:50 PM
- Foreign Person Tax Withholding**: Report displays the dollar amount of foreign person taxes that were withheld for a given time period or from a particular producer. Nov 18 2011 1:50 PM
- Interest Penalty and Additional Interest Penalty Payment**: Provides summary and detail information regarding the status and calculation of Interest Penalty and Additional Interest Penalty Payments initiated via the Online Payment Application. Feb 22 2012 4:26 PM
- NPS ACH and Check Volume**: Compares ACH and check volumes by program for a selected date range. Nov 18 2011 1:51 PM
- NPS Payment Queue Detail**: Provides the ability to search for payments by State and County that have been submitted by a program application but not accepted by NPS. Jan 4 2012 11:28 AM
- Online Payments Activity**: Provides OLP Payment information for a given date range for signed and cancelled payments. Feb 17 2012 5:40 PM
- Other Agency Offset**: Report displays disbursement information for payments issued using the Other Agency Offset for a given time period. Nov 18 2011 1:52 PM
- Payment & Disbursement by Tax ID**: Provides the ability to search by a producer's TIN/TIN Type which displays; payment, prompt payment, foreign withholding, offset and disbursement amounts by payee type (producer, receivable, Other Agency Offsets, assignee, joint payee). Feb 17 2012 5:41 PM
- Payment & Disbursement Data by Assignee**: Provides the ability to search by the assignee tax ID which displays disbursement information for assignment(s) by program(s), tax ID/tax ID type or date(s). Nov 18 2011 1:52 PM
- Program Code Activity**: This report displays payments and disbursements within a date range. Feb 17 2012 5:41 PM
- Prompt Pay**: This report displays prompt pay interest paid for a given date range. Feb 17 2012 5:41 PM
- Search by Payable ID**: Feb 17 2012 5:42 PM
- Signed Payment**: Displays Payment information by program(s) or date(s) that have been signed in NPS. Mar 21 2012 4:02 PM
- SURE Report**: Provides detailed or summarized payment, receivable and market gain activities for State/County location by program for selected Tax ID and Tax ID Type. Jan 11 2012 11:16 AM
- Unsigned Payment**: Displays Payment request information that has not been completed (signed) in NPS by program(s) or date(s). Feb 17 2012 5:43 PM
- Warehoused Payment**: Report displays information for payment requests being warehoused in NPS by program or date range.

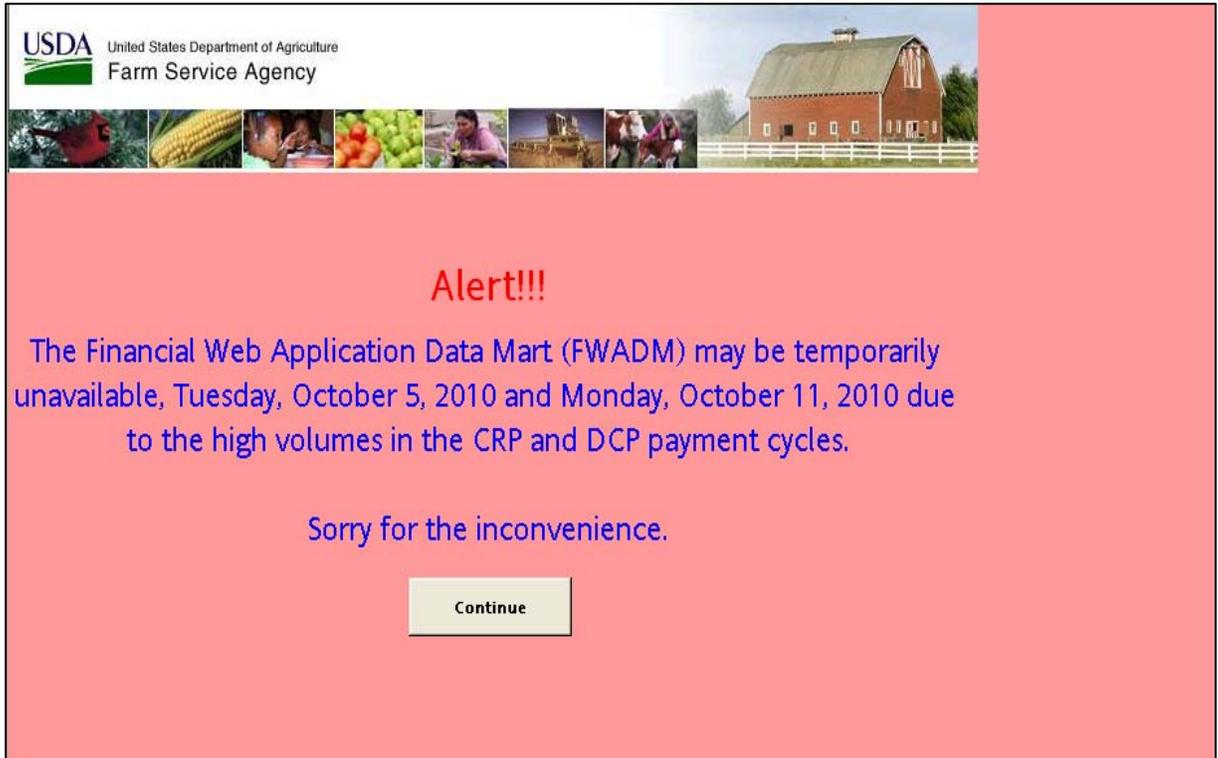
A red arrow points to the 'bqy' icon next to the 'Unsigned Payment' report.

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2 Accessing FWADM Reports (Continued)

C FWADM Messages

If FWADM has any alerts or messages, a screen will be displayed explaining the alert or message. The following is a screen showing an “Alert” message.



CLICK “Continue”.

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2 Accessing FWADM Reports (Continued)

C FWADM Messages (Continued)

The following screen will be displayed showing FWADM's hours of operation.

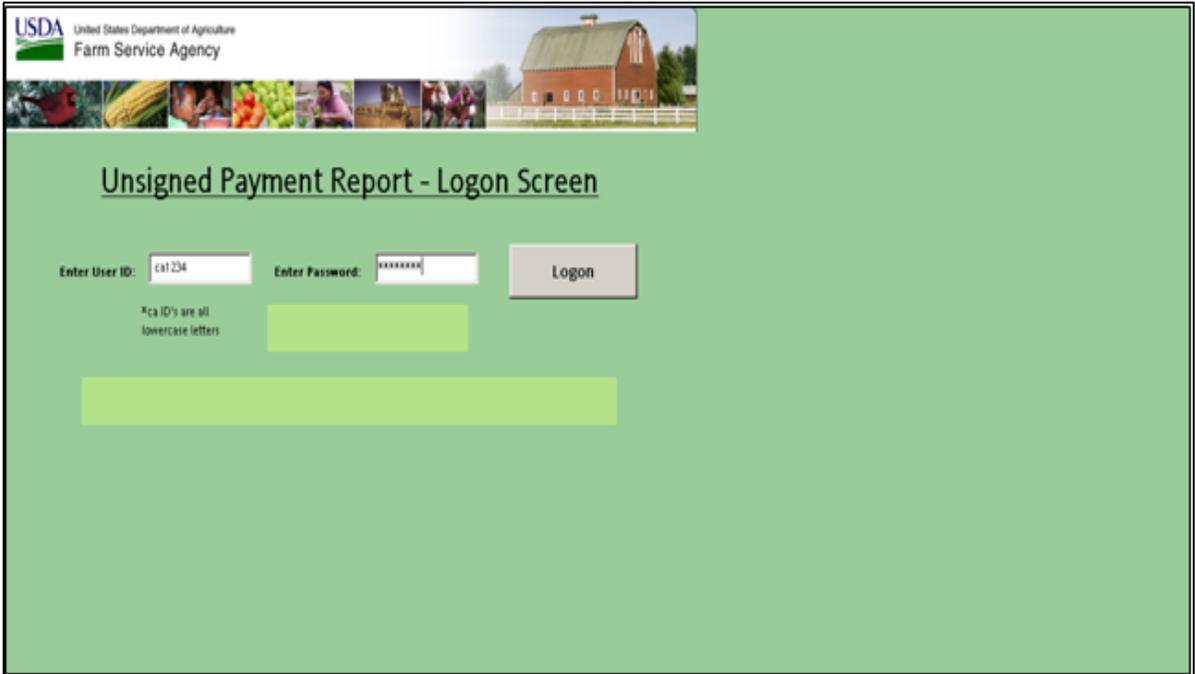


CLICK "Continue to Logon Screen".

2 Accessing FWADM Reports (Continued)

D Logon Screen

On the Unsigned Payment Report - Logon Screen, users shall enter the “ca” user ID and password. CLICK “Logon”.



3 Unsigned Payment Report

A Unsigned Payment Report - Limit Screen

In the following example, the Unsigned Payment Report - Limit Screen will be used to access reports. This example is based on a user with global access, which is why all States are available from the Select State drop-down menu. An individual County Office user would only see their single State and county and a State user would see all counties applicable to their State based on their “ca” user ID and password.

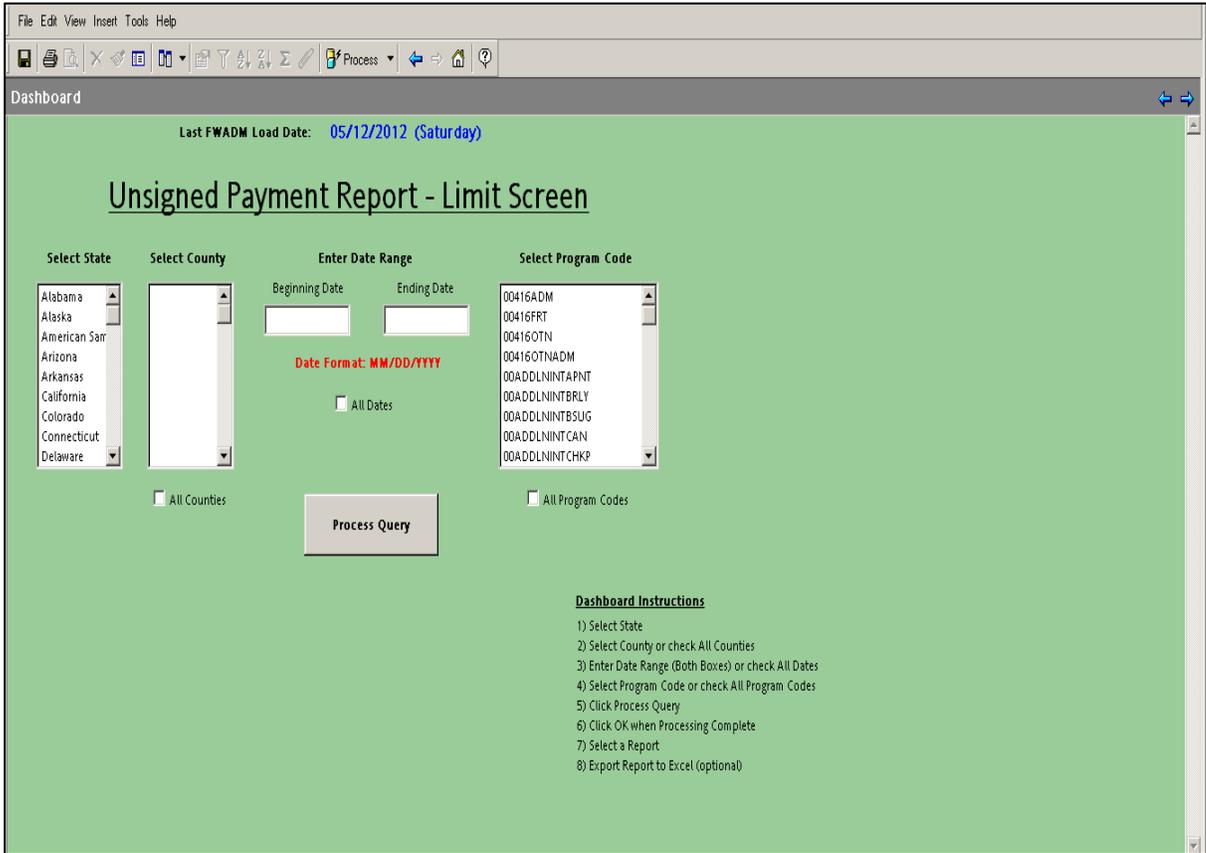
Example: Select:

- State
 - county(s)
 - click on a county name to select 1 county
 - check the box labeled “All Counties” to select all counties within the State
 - enter the data range that is formatted (MM/DD/YYYY) and:
 - check the box labeled “All Dates” to pull all unsigned payments
 - populate the “Beginning Date” and “Ending Date” to pull payments submitted to NPS during a particular date range
 - program code:
 - a sequential series of program codes may be selected by clicking on the first code then holding the shift key and clicking on the last program code of the series
 - multiple nonsequential program codes may be selected by holding the control key and clicking on the program code
- Note:** Selected program codes would then be highlighted.
- all program codes may be selected by checking “All Program Codes”.

3 Unsigned Payment Report (Continued)

A Unsigned Payment Report - Limit Screen (Continued)

The following report is also known as a “dashboard”, which contains a series of drop-down options to minimize search results.



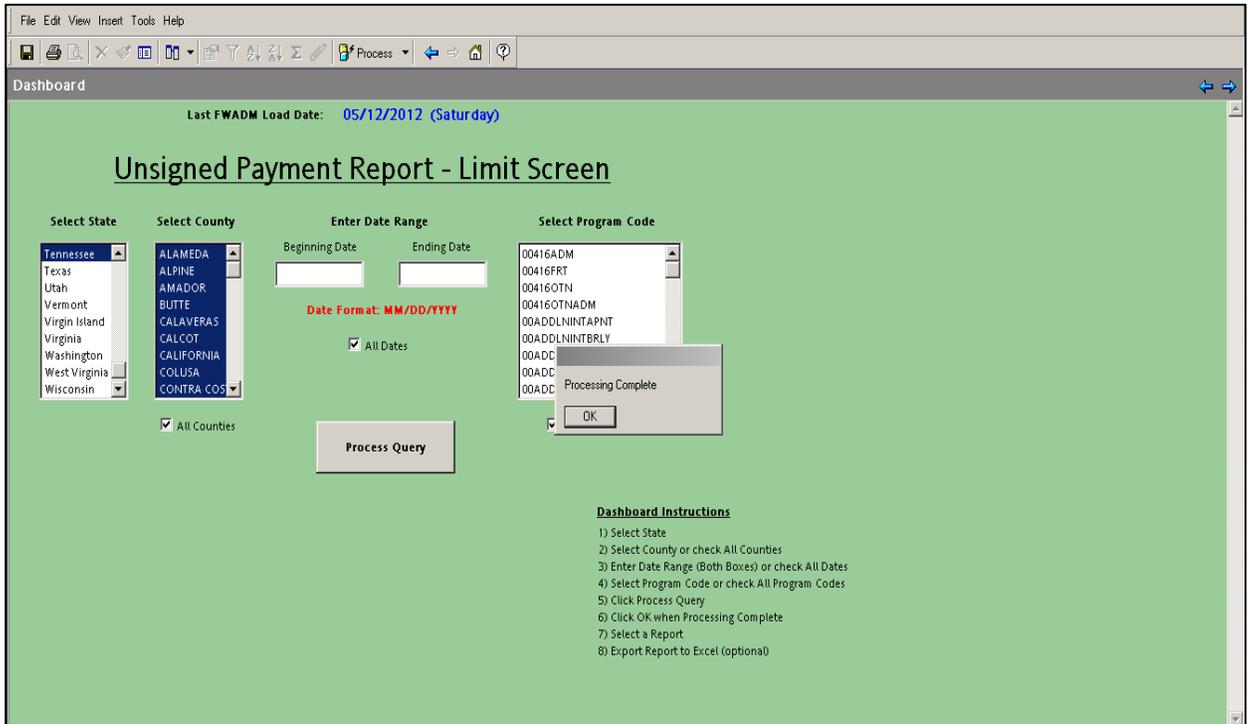
K
CLICK “Process Query”.

3 Unsigned Payment Report (Continued)

A Unsigned Payment Report - Limit Screen (Continued)

The Unsigned Payment Report - Limit Screen will also display the date reports were last updated. FWADM reports are 1 day behind (excluding holidays and weekends).

Example: If a payment was signed in NPS on Wednesday, May 9, 2012, before 3 p.m. CST, FWADM will not reflect this payment until Thursday, May 10, 2012.

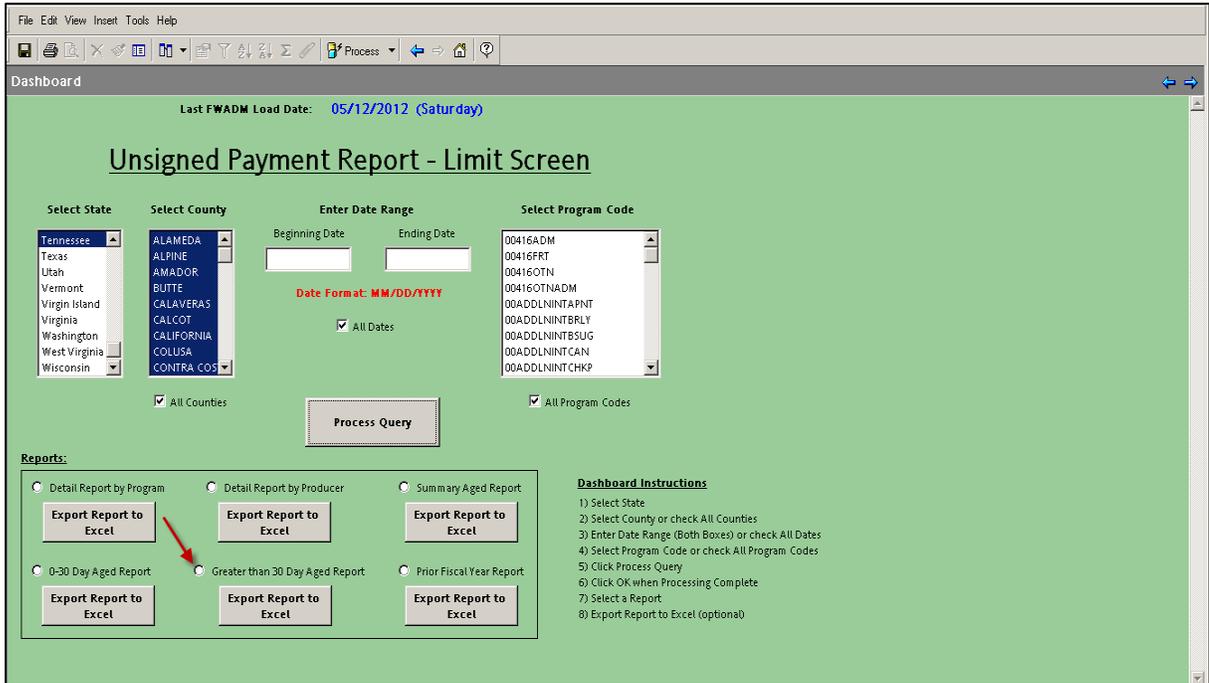


Once the query process has been completed and user clicks “OK” from the “Processing Complete” dialog box, the following screen will be displayed with a list of processed reports.

3 Unsigned Payment Report (Continued)

A Unsigned Payment Report - Limit Screen (Continued)

From the list of processed reports, click the “Greater than 30 Day Aged Report” option to view the results.



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3 Unsigned Payment Report (Continued)

B Unsigned Payment Screen Example

Following is an example of the Unsigned Payment Pivot Report. Click the “Print Preview” icon for user friendly viewing and printing. User may click the “Print” icon to print the report.

To return to the dashboard, click the Back arrow button on the right.

State	County	Unsigned Aging Category	Payment Submission Date	Interest Start Date	Alpha Program Code	Payable Status	Payable Number	Customer Name	Tax Id	Tax ID Type	Payment Amount	Interest Penalty Amount	Additional Interest Penalty	
	037	Over 30 Days	03/27/12	04/26/12	11ENAP	C1	29828641				\$4,873.00	\$0.00	\$0.00	
		County Total - Unsigned										\$4,873.00	\$0.00	\$0.00
	047	Over 30 Days	10/12/10	01/01/12	10DELAP	HP	21519713				\$432.96	\$0.00	\$0.00	
							21519714				\$432.96	\$0.00	\$0.00	
		County Total - Unsigned										\$865.92	\$0.00	\$0.00
	059	Over 30 Days	03/04/09	04/03/09	09NAFLAC	HP	5862710				\$319.50	\$0.00	\$0.00	
		County Total - Unsigned										\$319.50	\$0.00	\$0.00
	067	Over 30 Days	09/22/11	10/22/11	INTPEN	HP	25476344				\$8.40	\$0.00	\$0.00	
			12/02/11	01/01/12	INTPEN	HP	29047840				\$25.31	\$0.00	\$0.00	
			12/02/11	01/01/12	INTPEN	HP	29048834				\$61.65	\$0.00	\$0.00	
			12/02/11	01/01/12	INTPEN	HP	29047862				\$38.76	\$0.00	\$0.00	
			12/02/11	01/01/12	INTPEN	HP	29047863				\$13.92	\$0.00	\$0.00	
			12/02/11	01/01/12	INTPEN	HP	29051209				\$11.31	\$0.00	\$0.00	
			03/23/12	04/23/12	11EDCPDP	C1	29823371				\$3.00	\$0.00	\$0.00	
		County Total - Unsigned										\$162.35	\$0.00	\$0.00
	069	Over 30 Days	02/10/10	03/12/10	09NAP	HP	15318975				\$1.00	\$0.00	\$0.00	
		County Total - Unsigned										\$1.00	\$0.00	\$0.00
	077	Over 30 Days	01/02/09	02/01/09	08DCPDPCORN	HP	4669665				\$343.00	\$0.00	\$0.00	
			07/26/10	08/25/10	08DCPDPCORN	HP	17681254				\$2,238.00	\$0.00	\$0.00	

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3 Unsigned Payment (Continued)

C Unsigned Payment Report Field Descriptions

The following table provides fields and descriptions for the Unsigned Payment Report, Greater than 30 Day Aged Report. Additional fields found in other reports, such as the Summary Aged Report, are listed at the bottom of this table.

Field	Description
State	State requested by the selection criteria.
County	County where program payment originated.
Unsigned Aging Category	Displays reports of payments unsigned for 0-30 days or over 30 days.
Payable Submission Date	Date the program payment request was submitted to NPS.
Interest Start Date	Date PPI will start accruing.
Alpha Program Code	Displays the program code associated with the program payment.
Payable Status	<p>The payable status defines the status associated with unsigned payments as follows:</p> <ul style="list-style-type: none"> • AP – On manual handling list for Alternate Payee • C1 – Awaiting Certification • C2 – Awaiting Signing • FP – On manual handling list for Foreign Person Tax Withholding • HP – Hold for Cancel by Program • OA – On manual handling list for Other Agency Offset • PF – On manual handling list for Prompt Pay Failed (payment is signed but awaiting user intervention to correct errors associated with PPI) • PP – On manual handling list for PPI • RV – On manual handling list for Receivable for Bankrupt Producers.
Payable Number	Sequential number assigned by NPS to a program payment request and retained by the program application as the confirmation number.

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3 Unsigned Payment (Continued)

C Unsigned Payment Report Field Descriptions (Continued)

Field	Description
Customer Name	Name of the customer based on the TIN/employer ID number.
Tax ID	Displays the 9 digit TIN for the customer earning the payment.
Tax ID Type	Displays ID type for the associated disbursement payee as defined in "Tax ID" field. Types are limited to Employer (E), Social Security (S), Foreign (F), Temporary (T), or IRS (I).
Payment Amount	The ACH/Check amount.
Additional Report Fields	
Reference Code 1	Displays the reference number associated with the program payment (i.e., FM – Farm, CT – Contract, etc.).
Reference 1 Value	Displays the number associated with the reference code (i.e., 302B).
Fiscal Year Category	Displays prior FY if payment has been unsigned before the current FY.
Number of Unsigned Payments	The number of unsigned payments within that search criteria.
Total Payment Amount	Total dollar amount of payments unsigned.
Interest Penalty Amount	Total dollar amount of interest paid toward payment
Additional Interest Penalty Amount	Total dollar amount of additional interest paid toward payment.

Note: All field descriptions will not be applicable for the Greater than 30 Day Aged Report.

4 Canceling Payments

A Canceling Program Payments Initiated by a Web Application or System 36

If payment requests were generated by a web application or System 36, research the payment using the originating application.

IF the producer is...	THEN the County Office shall...
still owed the payment	certify and sign the payment request.
not owed the payment	cancel the payment using the originating program application.

For payments generated by automated applications, payments can only be canceled by correcting a condition that caused the payment to be generated from the program application. County Offices shall contact their State Office for assistance if the payment in NPS should not be issued for an automated program and they do not know how to correct the situation. If the State Office needs assistance, they should contact the applicable specialist in the National Office for guidance.

4 Canceling Payments (Continued)

B Canceling Payments Initiated in OLP

If payment requests were initiated in OLP, the user shall update the payment amount to zero in OLP to generate a payment cancellation.

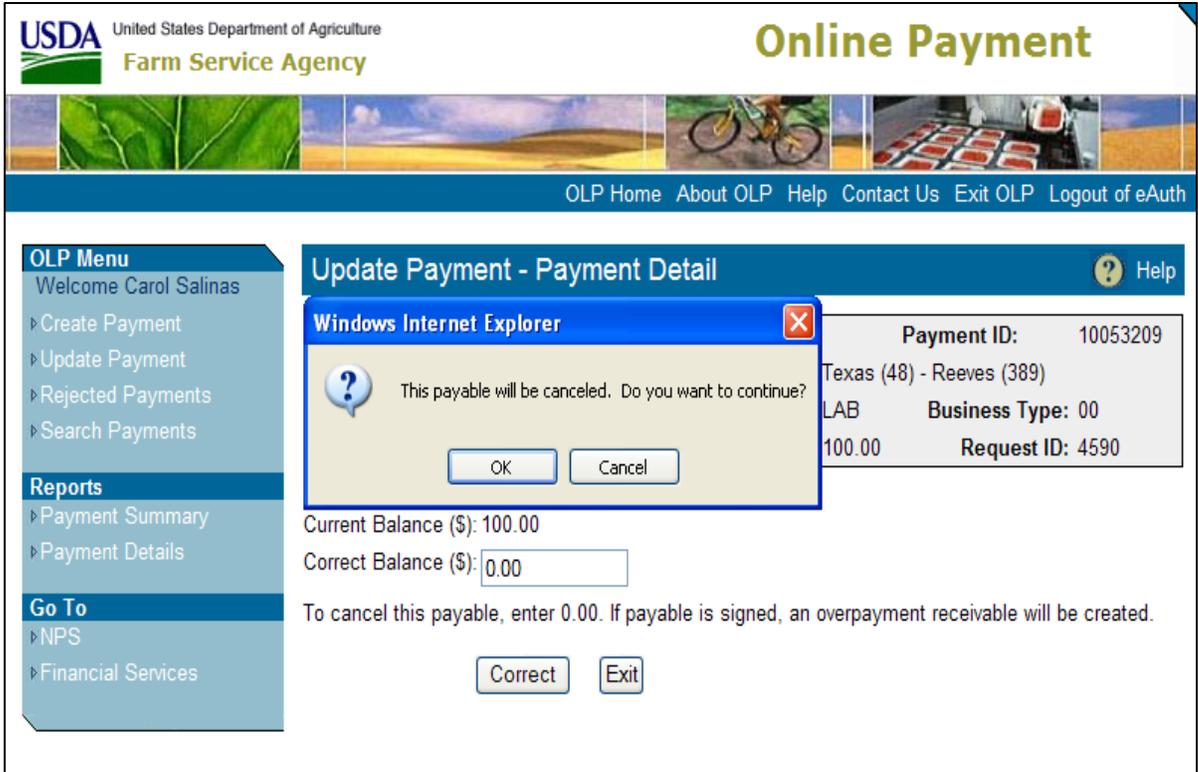
To begin the payment cancellation process, CLICK “Update Payment” from the OLP Menu. The Update Payment Search Screen will be displayed. Users may enter the specific search criteria to find the payment to cancel. See 1-FI, paragraph 65.

From the Update Payment - Payment Detail Screen, user shall enter “0.00” in the “Correct Balance” field to cancel the entire request if payment has been submitted, but not signed in NPS, or the payment was signed in NPS, but is on the Manual Handling Worklist with a status of “PF”, “Prompt Pay Failed”.

User shall click either of the following:

- “Correct”, to submit payment cancellation
- “Exit”, to exit the Payment Detail Screen and return to the Search Screen.

The following is an example of the Update Payment - Payment Detail Screen for a submitted payment that is completely canceled.



4 Canceling Payments (Continued)

B Canceling Payments Initiated in OLP (Continued)

If users CLICK “Correct” on the Update Payment - Payment Detail Screen, a Microsoft Internet Explorer dialog box will be displayed with the message, “This payable will be cancelled. Do you want to continue?”

User shall click either of the following:

- “OK”, to accept the payment cancellation
- “Cancel”, to **not** accept the payment cancellation.

The following is an example of the Update Payment - Payment Detail Screen confirming the submitted payment is successfully canceled. CLICK “OK” to return to Update Payment - Search Results Screen.

The screenshot displays the USDA Online Payment interface. At the top, it shows the USDA logo and 'United States Department of Agriculture Farm Service Agency' on the left, and 'Online Payment' on the right. A navigation bar includes links for 'OLP Home', 'About OLP', 'Help', 'Contact Us', 'Exit OLP', and 'Logout of eAuth'. The main content area is titled 'Update Payment - Payment Detail' and features a confirmation message: 'Confirmation: The payment of \$100 has been successfully cancelled.' Below this, a table provides details for 'John Doe', including Tax ID, State/County, Status (CANCELLED), Amount (\$), Program Code, Business Type, Current Balance (\$), and Request ID. An 'OK' button is visible below the table. A sidebar on the left contains an 'OLP Menu' with options like 'Create Payment', 'Update Payment', and 'Search Payments', as well as 'Reports' and 'Go To' sections. The footer includes 'OLP-WEB012' and a 'Back To Top' link.

John Doe		Payment ID:	10053209
Tax ID: xxxxx1111 S	State / County: Texas (48) - Reeves (389)		
Status: CANCELLED	Program Code: LAB	Business Type: 00	
Amount (\$): 100.00	Current Balance (\$): 0.00	Request ID: 4590	

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4 Canceling Payments (Continued)

C Canceling INTPEN, ADDINTPEN, REFREP, and NPSREFUND

Once interest payment requests are created and submitted by System 36 to NPS, the payment **cannot** be canceled through the System 36 or NPS.

County Procedures	State Procedures
<p>County Offices shall:</p> <ul style="list-style-type: none">• complete the Payment Cancellation Spreadsheet (Exhibit 1), listing all INTPEN, ADDINTPEN, REFREP, and NPSREFUND payments to be canceled• forward the complete spreadsheet(s) to the State Office.	<p>State Offices shall:</p> <ul style="list-style-type: none">• consolidate all County Office spreadsheets into 1 spreadsheet• create a Remedy Ticket.

Once all items have been worked on, the Unsigned Payment Report, aged greater than 30 days, and all unresolved payment requests have been referenced and submitted to the State Office on the Payment Cancellation Spreadsheet, a Remedy Ticket shall be created by the State Office. Attach the spreadsheet to the Remedy Ticket e-mail.

County Offices listed on the spreadsheet may be contacted by an Application Support Group representative to assist in resolving the payment requests submitted on the Remedy Ticket. Certain situations may require that Kansas City generate the cancellation requests.

Payment Cancellation Spreadsheet

Following is an example of the Payment Cancellation Spreadsheet.

State Name	County Name	State/ County Code	Producer Name	NPS Payment ID	Payment Amount	Date of Payment	Reason for Cancellation
Tennessee	Knox	48/093	John Doe	11111111	100.78	7/1/2011	INTPEN payment for 10EDCPDP needs to be canceled.