



Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

February 16, 2010

IOWA INSTRUCTION 250-384 – PROGRAM PAYMENT SCANNING PROCESS

Part 384.0 PURPOSE

This Iowa Instruction provides the procedure to scan the necessary documents to be submitted for program payments.

Part 384.1 SCOPE

These instructions will be followed by all NRCS employees.

Part 384.2 FILING INSTRUCTIONS

This Iowa Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed at <http://www.ia.nrcs.usda.gov/intranet/> under the Iowa NRCS eDirectives System section.

/s/ Richard Sims
State Conservationist

Attachment

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(IA Instruction 250-384 First Edition – February 2010)

Helping People Help the Land

An Equal Opportunity Provider and Employer

IOWA INSTRUCTION 250-384 – PROGRAM PAYMENT SCANNING PROCESS

1. PURPOSE:

This Iowa Instruction explains the procedure to scan the necessary documents to be submitted for program payments.

2. ROLES AND RESPONSIBILITIES:

Employees that have permissions to place scanned payment documents in the payment folders need to fully understand the process.

3. PROCESS

The State Office has created a filing system on each local field office shared drive; S:\Service_Center\NRCS\ePayments. Each county folder under ePayments is named with the FIP code preceding the county name. There are subfolders for each program (CSP, EQIP and WHIP) with subfolders for each program contracting year. Each contract has its own folder in the fiscal year the contract was obligated.

For the first electronic payment: Referring to the current payment checklist (Farm Bill Payment Checklist, dated 4/17/08) all documents on the checklist that apply to the contract will be scanned and saved to the contract folder on the field office shared drive. Please see attached scanning instructions.

Each applicable item on the checklist will be scanned and saved into a separate file. Including:

- 1202.pdf or 1200.pdf (Signature pages showing contract participant signatures, obligation amounts, and contract period.)
- 1199a.pdf (For contracts with multiple participants receiving payments, always scan and save all 1199as into one document.)
- 1245_date.pdf which will be 1245_MMDDYY.pdf (Which contains the 1245; receipts and payment worksheet if AM; and possibly a TSP certification sheet.)
Ex: 1245_052208.pdf for May 22, 2008
- 1156.pdf or 152.pdf
- Entity.pdf or POA.pdf for entity/POA situations (Only title pages, pages listing authorized signers, signature pages.)
- 1236.pdf (If there ever is a re-assignment of payment.)

Once the document is scanned, write the date that the document was scanned in the upper right corner of the scanned paper document.

For subsequent payments: Only the new 1245 needs to be scanned and placed on the local shared drive.

However, if changes occur, you will need to scan a new 1199a, 1156, 152, etc.

A script will be run each night that will automatically move the files from the field office shared drive to the State Office shared drive where FNM will look once they receive a payment generated (PG).

Special Notes:

- It is critical that any staff members that have permissions to place the scanned files into folders fully understand the payment process and follow the file naming system.
- Staff members must be very careful not to change any folder names or accidentally drag a folder into another folder.
- Immediately after completing scanning, go back into the contract folder and review the documents for completion and accuracy. Since the script is run nightly, you will not have the chance to review your work the next day, because the files will have been transferred to the State Office server and will no longer be on the field office server.

Approved By:

Date:

/s/ Richard Sims
State Conservationist
Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

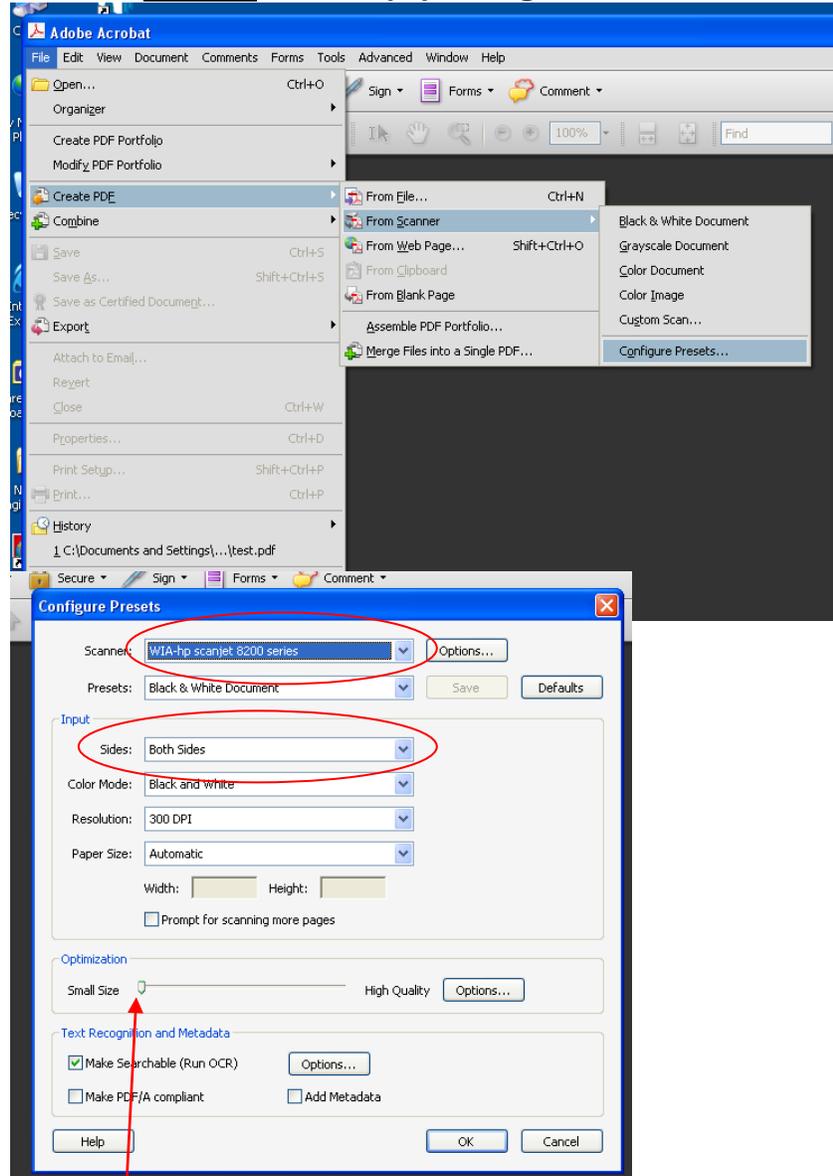
2/16/10

Scanning Documents for Program Payments

Be sure to turn the scanner on and out of “sleep” mode.

1) Open Adobe Acrobat Standard 9.0 by clicking {Start > All Programs/Adobe Acrobat Standard 9.0}.

2) Load ALL contract documents you will scan into the Auto Document Feeder (ADF). For example, if you are scanning a contract for the first-time ePayment, you may load the 1202, 1199a, etc, etc into the ADF... Place all multi-page documents in order within the stack to be scanned; DO NOT intermix papers together within the stack.

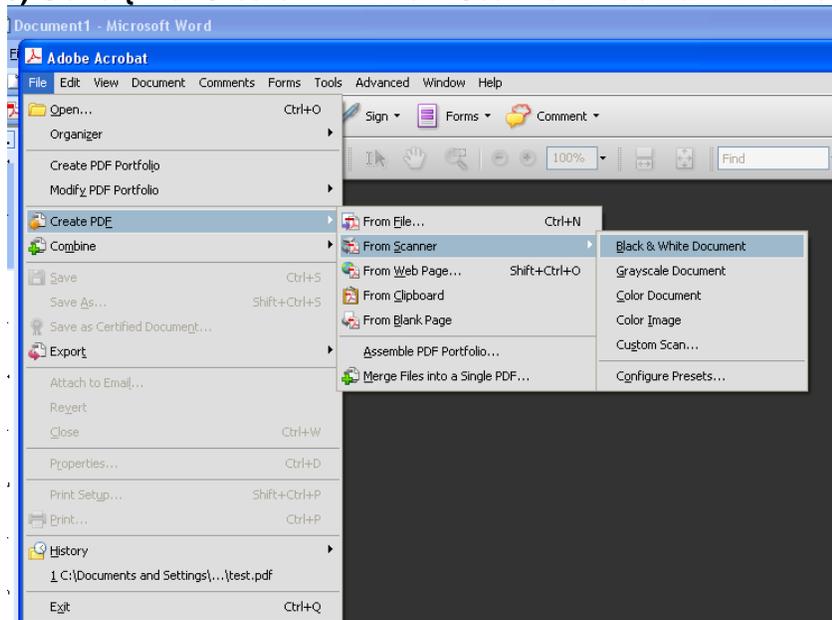


3) Go to {File>Create PDF>From Scanner>Configure Presents.}

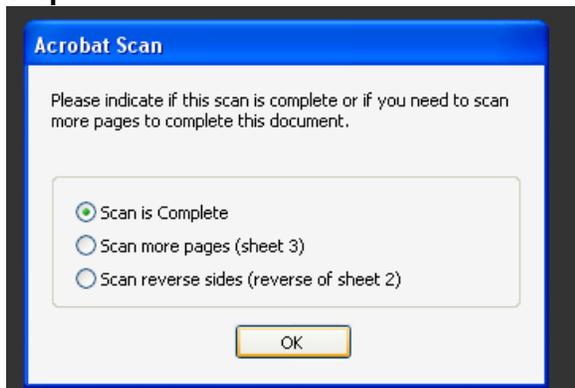
4) Select {WIA-hp scanjet} as the scanner. Set “Presets” to {Black & White Document}. Choose either single or double-sided. Move the slide to the far left, indicating “Small Size” ** Note: The single/double sided switch on the Scanner needs to match whatever selection you’ve made on this screen. ** Click “OK”.

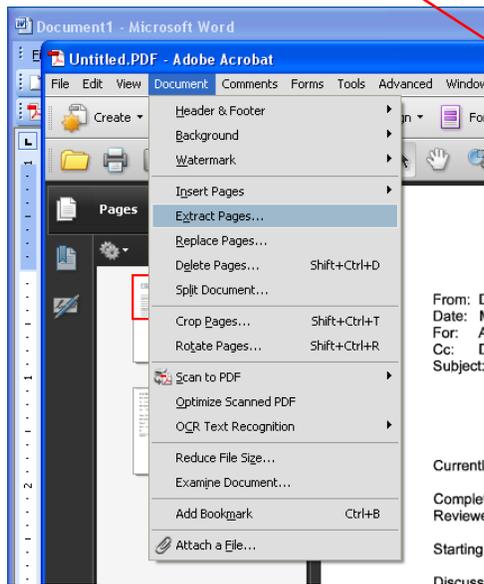
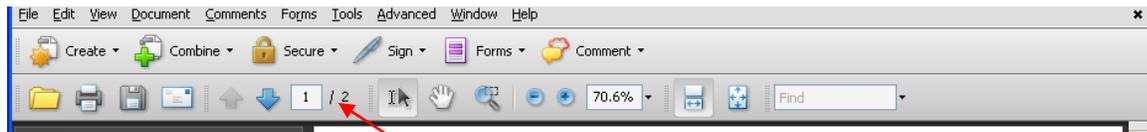
5) It will ask if you want to save preset values. Click “OK”.

6) Go to {File>Create PDF>From Scanner>Black & White Document}

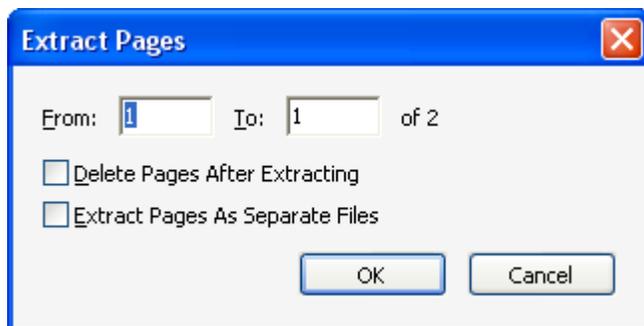


7) After documents have scanned you will get a pop-up window as seen below. Click “OK”. You will not see this pop-up window if you selected “front side” on your configure presets in Step 4.



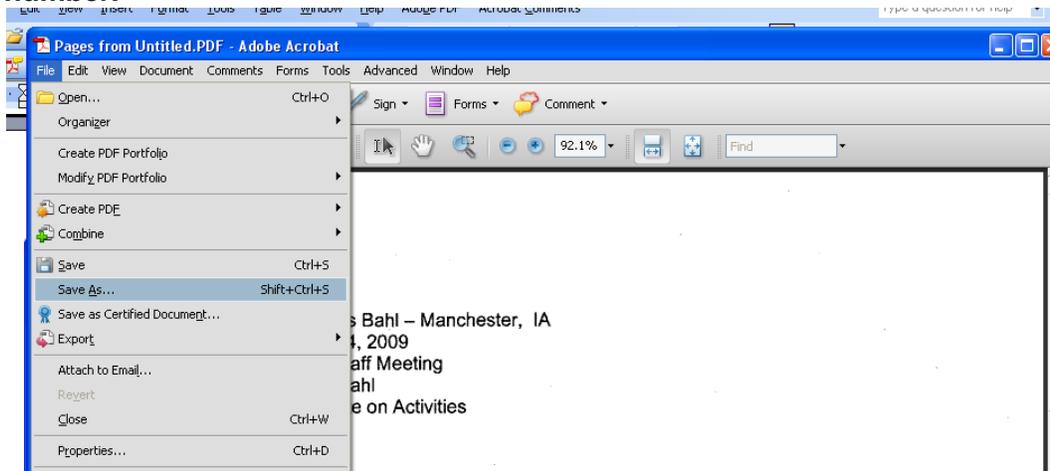


7a) Check that all your pages scanned. (Acrobat has named them Untitled.pdf). Now select {Document > Extract Pages} from the Adobe Acrobat Toolbar.



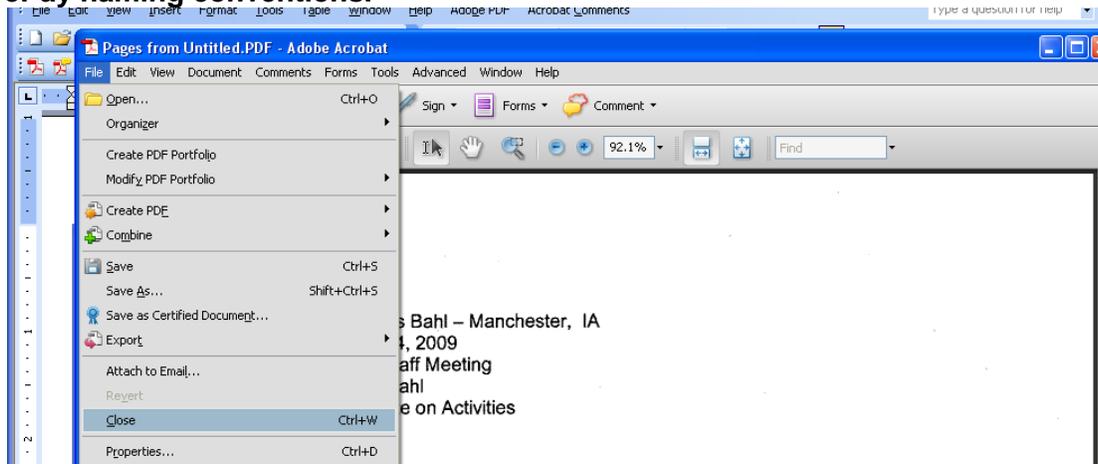
7b) Select the pages of the document you want to extract from your scanned originals. (In this example, my 1202 has two pages, so I am extracting from page 1 to page 1 out of Untitled.pdf.). Select your pages and click “OK”.

8a) Acrobat has now extracted page 1 from the original scanned document. Click **{File > Save As}**; browse to the contract’s folder on your *local* shared drive (S:\Service_Center\NRCS\Payments); then navigate by program, fiscal year, and contract number.



8b) Name the file according to the established ePayment naming conventions (see pg. 1). Click **“Save”**.

9) After saving, click **{File > Close}**. Acrobat will close the recently saved document, returning you to the original scanned Untitled.pdf. Return to step #6, extracting pages from the original stack of documents you scanned, saving each individual contract document according to the ePay naming conventions.



10) After you have properly extracted & saved all contract documents, check your work to make sure you have saved them into the correct contract folder; you will not have access to these files after the day you scanned them. Open each new PDF to make certain it contains the correct pages. Also check that each file was named correctly. Finally, make a note on each page that has been scanned to include the following information:

Scanned
Insert your initials
Insert date