



Title: I, Payroll/Personnel Manual

Chapter:

Bulletin: 12-10, Reporting Center Update

Date: March 26, 2012

To: Subscribers of Title I

This bulletin is being issued to inform users that effective Pay Period 04, 2012, a new selection criteria field, Exclude Matching Names, has been added to the Canceled Payments Returned to NFC Requiring Agency Action report on the Reporting Center. Additionally, a new column, Payee Name, has been added to the report in conjunction with this enhancement. This selection criteria has been added to better identify the returned check.

Information for this new field is retrieved from the Document Tracking System (DOTS) database at the National Finance Center (NFC). With this new field, a duplicate canceled payment record will not display on the report if the Name and Payee Name are an exact match. Any discrepancy in the Name and Payee Name field, (i.e., a middle initial only in one of the two fields, punctuation differences, etc.) will result in the duplicate canceled payment being displayed on the report. Agency users can use this report when researching canceled checks in DOTS (i.e., whether the check was regarding garnishments, child support, alimony, etc).

An example of this report with the new selection criteria and new column is displayed in the attachment to this bulletin.

The procedure manual for this application, which is available online at the NFC Web site, has been updated to include the information in this bulletin. To view and/or print this procedure, go to the **NFC Home Page** (<http://www.nfc.usda.gov>) and click the **Publications** link at the top of the page. At the Publications page right-hand menu, click **Procedures by Acronym** or **Procedures by Title/Chapter** then search on the list provided for REPT.

For questions about NFC processing, contact the Payroll/Personnel Call Center (Option 3, then Option 1) at **1-800-981-3026** or *EmpowHR* Help Desk at **1-888-367-6955**.

RANDY L. SPEED, Director  
Government Employees Services Division

Attachment

NFC BULLETIN

Organizational Structure  
Personnel Office Identifier  
Exclude Matching Names: Yes  
Year and Pay Period

**Figure 1: Canceled Payments Returned to NFC Requiring Agency Action report (Selection Criteria)**

<b>Canceled Payments Requiring Agency Action</b>							
Sensitive Personnel Data -- Use is Restricted							
U. S. DEPARTMENT OF AGRICULTURE							
Dm, Ofc Of The Chief Fin Offc							
Agency = 90							
For 2011 PP 26							
Exclude Matching Names							
Agency	POI	SSN	NAME	Pay Period	Net Amount	Accounting Code	Payee Name
90	5317	XXXXXXXXXX	DOE, JOHN	25	\$25.00	129	DOE, JANE

Total records for Agency 90 = 1

**Figure 2: Canceled Payments Returned to NFC Requiring Agency Action report (with data)**