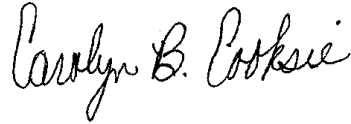


**For:** State and County Offices

**National Receipts and Receivable System (NRRS)  
Web-Based Application for Cash Collection Process**

**Approved by:** Associate Administrator for Operations and Management



**1 Overview**

**A Background**

NRRS has been created to replace the System 36 collection and claim establishment functions for nonautomated programs.

Cash receipts functions have been handled on System 36 for all program collections, including recording FLP payments on borrower accounts. Now nonautomated collections and all claim/receivable functions will be created and maintained in NRRS.

**Note:** A forthcoming notice will be issued to provide procedure for entering FLP payments/collections into NRRS.

Automated program collections originating from System 36:

- such as Price Support loans, FSFL's, NAP, and catastrophic administrative fees (CATFEE) will continue to call the Data Control System(DCS) for processing and will be returned to the initiating program application
- must have the remittance data entered into NRRS as direct collections until the System 36 program applications become web-based.

County Offices must continue to queue and transmit the accounting AE7 file nightly.

**B Purpose**

This notice provides instructions for using NRRS Cash Collections.

Disposal Date	Distribution
February 1, 2010	State Offices; State Offices relay to County Offices

## Notice FI-2924

### 1 Overview (Continued)

#### C Contacts

If there are questions about this notice:

- County Offices shall contact the State Office
- State Offices shall contact the appropriate office as follows.

Issues	Contact
Software	National Help Desk at 800-255-2434 or 816-926-1552.  <b>Note:</b> Select option: <ul style="list-style-type: none"><li>• “1”, for problems with NRRS</li><li>• “3”, for hardware and other software.</li></ul>
Policy	Any of the following: <ul style="list-style-type: none"><li>• Stephen Yulich by either of the following:<ul style="list-style-type: none"><li>• e-mail to <b>stephen.yulich@kcc.usda.gov</b></li><li>• telephone at 816-926-6453</li></ul></li><li>• Debbie Simmons by either of the following:<ul style="list-style-type: none"><li>• e-mail to <b>debbie.simmons@wdc.usda.gov</b></li><li>• telephone at 703-305-1309</li></ul></li><li>• Jackie Pickens by either of the following:<ul style="list-style-type: none"><li>• e-mail to <b>jackie.pickens@wdc.usda.gov</b></li><li>• telephone at 703-305-1310.</li></ul></li></ul>

### 2 Using NRRS in the State or County Offices

#### A When to Use NRRS

NRRS **must** be used for **all** collections. If the collections are for automated program applications that interface with the System 36 accounting application, the programs, associated program codes, and reference number requirements are provided in 3-FI, Exhibit 6.

**Note:** MILC collections **must** continue to be deposited through banking channels until the program software is made available (estimated for March 2010).

## 2 Using NRRS in the State or County Offices (Continued)

### B Logging Into NRRS

State or County Office employees **must** have a valid eAuthentication ID with level II access and password to login.

To login to NRRS, do the following:

- go to FSA's Intranet Home Page at <http://intranet.fsa.usda.gov/fsa/> and under "Links", CLICK "FSA Applications"



## Notice FI-2924

### 2 Using NRRS in the State or County Offices (Continued)

#### B Logging Into NRRS (Continued)

- scroll down and under “Financial Services”, CLICK “**Financial Applications**”

<p>CCE DACO DAFO Training FFAS ITS Website KC &amp; STL NITC NRCS OCIO PAS RD State &amp; County T-OPS/LWV</p>	<p>customer)</p> <ul style="list-style-type: none"> <li>• OTIS</li> <li>• SCIMS</li> <li>• SCIMS Link Manager</li> <li>• Subsidiary</li> <li>• 2003 Tax Booklet</li> <li>• 2004 Tax Booklet</li> <li>• 2005 Tax Booklet</li> <li>• 2006 Tax Booklet</li> <li>• 2007 Tax Booklet</li> <li>• 2008 Tax Booklet</li> </ul> <p>Administrative Applications</p> <ul style="list-style-type: none"> <li>• COC Elections</li> <li>• COC State AO Reports</li> <li>• COE Replacement</li> <li>• ERSR</li> <li>• Directive Tools</li> <li>• OIP - Office Information Profile</li> <li>• FOIA-CAP</li> </ul> <p>Financial Services</p> <ul style="list-style-type: none"> <li>• <b>Financial Applications</b></li> </ul>	<p>Enhancement (SAFE)</p> <p>Farm Loan Programs</p> <ul style="list-style-type: none"> <li>• Farm Loan Programs Systems</li> </ul> <p>Price Support</p> <ul style="list-style-type: none"> <li>• Cotton Information Center</li> <li>• DDAPIII - Dairy Disaster Assistance Payment</li> <li>• eLDP - Electronic Loan Deficiency Payments</li> <li>• EWR - Electronic Warehouse Receipts</li> <li>• MILC-X - MILC Extension Program</li> <li>• MILC - Milk Income Loss Contract</li> <li>• Peanut Program</li> <li>• SORS - State Office Reporting System</li> <li>• Sugar Program</li> <li>• TAA - Trade Adjustment Assistance</li> <li>• Tobacco Transition Payment Program</li> </ul>
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- on the Financial Applications Screen, CLICK “**FSA Financial Services**”

<a href="#">Home</a>   <a href="#">About FSA</a>   <a href="#">Newsroom</a>   <a href="#">Help</a>   <a href="#">Contact Us</a>   <a href="#">Offices</a>   <a href="#">Phone</a>   <a href="#">Employee Information</a>	
<p>FSA Home &gt; FSA Applications &gt; FSA Financial Applications</p>	
<h2 style="background-color: #0056b3; color: white; padding: 5px;">FSA Intranet Financial Applications</h2>	
<p><b>Search</b></p> <input type="text"/> <input type="button" value="Go"/> <p><b>Links</b></p> <p>FSA Applications FSA Releases FSA Infrastructure Service Center Agencies Online Unapproved Software</p> <p><b>Sign Up</b></p> <p><b>Other Related Links</b></p> <p>BPMS CCE DACO DAFO Training FFAS ITS Website KC &amp; STL NITC NRCS</p>	<p><b>SAFS: Financial Applications</b></p> <p>Applications will be unavailable Central Time:</p> <ul style="list-style-type: none"> <li>&gt; Daily, 3:00 am to 4:00 am</li> <li>&gt; Sunday, 12:00 am to 4:00 am &amp; 4:00 pm to 6:00 pm.</li> </ul> <p><a href="#">Electronic Funds Control</a> For National and State Office Use Only</p> <p><a href="#">FAIRS (Authorized Users Only)</a></p> <p><a href="#">FSA Financial Inquiries</a></p> <p><a href="#">FSA Financial Services</a></p> <ul style="list-style-type: none"> <li>• Assignments, Joint Payments, Direct Deposits</li> <li>• Update Customer Profile</li> </ul>

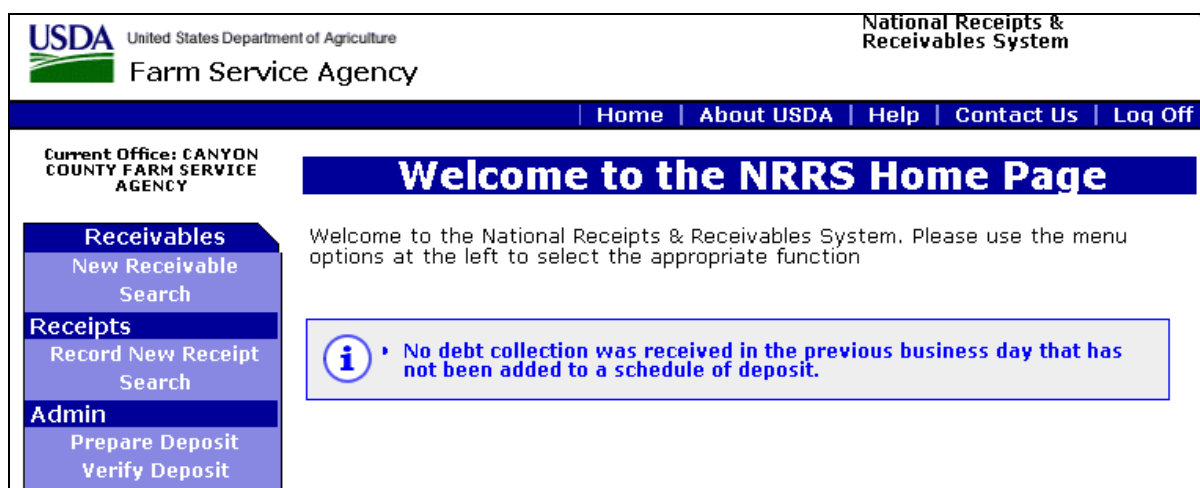
## 2 Using NRRS in the State or County Offices (Continued)

### B Logging Into NRRS (Continued)

- the eAuthentication Warning Screen will be displayed, CLICK “**I Agree**”
- the eAuthentication Login Screen will be displayed; enter a valid eAuthentication user ID and password, and CLICK “**Login**”.

### C Example of NRRS Home Page

The FSA Financial Services Home Page will be displayed, CLICK “**National Receipts and Receivable System**”. The Welcome to the NRRS Home Page will be displayed. Under the Receivables menu on the left, click the option of the function to be performed.



For instructions for:

- entering receipts, subparagraph 3 A
- searching for receipts, subparagraph 3 B
- dishonored check processing, subparagraph 3 C
- automated program refunds, subparagraph 4 A
- preparing schedules of deposits, subparagraph 4 B
- verifying schedules of deposits, subparagraph 4 C
- reports, paragraph 5
- entering manual CCC-257's in NRRS for the Concentration Banking System (CBS) and Lockbox, paragraph 6.

## Notice FI-2924

### 2 Using NRRS in the State or County Offices (Continued)

#### D NRRS Standard Links

The following links are standard throughout NRRS's top banner to assist users with common functions.

Link	Functions
Home	Returns to NRRS Home Page.
About USDA	Opens a web session at the FSA Internet Home Page.
Help	Opens a web session at the FSA Intranet Help Desk.
Contact Us	Allows users to send an e-mail to the National Help Desk.
Logoff	Allows users to log off Financial Services.

The following links are standard throughout NRRS left banner to assist users with common functions.

NRRS Menu Link	Functions
Receivables	
New Receivables	Allows users to establish a new receivable.
Search	Allows users to search for an already existing receivable.
Receipts	
Record New Receipt	Allows users to create and allocate a new receipt (subparagraph 3 A).
Search	Allows users to search for a receipt (subparagraph 3 B).
Admin	
Prepare Deposit	Allows users to prepare a schedule of deposit (subparagraph 4 B).
Verify Deposit	Allows users to verify deposits have been made (subparagraph 4 C).
Home	Returns users to the NRRS Home Page.

### 3 Receipts

#### A Entering Receipts

To enter new receipts, CLICK “**Record New Receipt**”; the following screen will be displayed.

USDA United States Department of Agriculture  
Farm Service Agency

National Receipts & Receivables System

Home | About USDA | Help | Contact Us | Log Off

Current Office: CANYON COUNTY FARM SERVICE AGENCY

### Create New Receipt

Remittance Amount: \$  ?

Remitter Name:  ?

Remittance Type:  ?

Check/Item Number:  ?

Collection Type:  ?

Effective Date: (MM/DD/YYYY)  ?

NRRS-Web-1.41

Enter the remittance amount, remitter name, remittance type, and check/item number.

USDA United States Department of Agriculture  
Farm Service Agency

National Receipts & Receivables System

Home | About USDA | Help | Contact Us | Log Off

Current Office: CANYON COUNTY FARM SERVICE AGENCY

### Create New Receipt

Remittance Amount: \$  ?

Remitter Name:  ?

Remittance Type:  ?

Check/Item Number:  ?

Collection Type:  ?

Check Highlight Box  
Cash  
Cashiers Check  
Jointly Issued Checks  
Money Order  
Wire Transfer-ACH

### 3 Receipts (Continued)

#### A Entering Receipts (Continued)

Select the type of collection from the “Collection Type” drop-down menu, the effective date of the collection (system will default to current date), and click 1 of the following:

- “**Submit**” to create a pending receipt
- “**Reset**” to clear the entered information
- “**Cancel**” to return to the NRRS Main Home Page.

This is an example of a “Collection Type” where the user selects “Existing Receivable”.

The screenshot shows the 'Create New Receipt' interface of the USDA National Receipts & Receivables System. The header includes the USDA logo and 'Farm Service Agency'. A navigation bar contains links: Home, About USDA, Help, Contact Us, and Log Off. The current office is listed as 'CANYON COUNTY FARM SERVICE AGENCY'.

On the left is a sidebar menu with the following options:

- Receivables**
  - New Receivable Search
- Receipts**
  - Record New Receipt Search
- Admin**
  - Prepare Deposit
  - Verify Deposit
  - Reprint Deposit
- Home

The main form area is titled 'Create New Receipt' and contains the following fields:

- Remittance Amount: \$  ?
- Remitter Name:  ?
- Remittance Type:  ?
- Check/Item Number:  ?
- Collection Type:  ?
- Effective Date: (MM/DD/YYYY)

The 'Collection Type' dropdown menu is open, displaying the following options:

- Existing Receivable (selected)
- Direct Sales
- Miscellaneous
- Price Support
- Price Support Farm Storage Facility Loans
- Farm Loan
- CRP

A blue 'Submit' button is located below the 'Collection Type' dropdown.



### 3 Receipts (Continued)

#### A Entering Receipts (Continued)

The following screen will be displayed to select a customer. Enter the customer TIN, TIN type, and CLICK “Search”.

Customers matching the information input will be displayed. Select the applicable customer by clicking the radio button to the left of the desired selection, then click 1 of the following:

- “Select” to select the customer
- “Back” or “Reset” to return to the previous screen
- “Cancel” to return to the NRRS Main Home Page.

	Acct Cust ID	Customer Name	Producer Source
<input type="radio"/>	1541858	John Public	SCIMS

### 3 Receipts (Continued)

#### A Entering Receipts (Continued)

If users click “Select”, the Allocate Receipt Screen will be displayed.

United States Department of Agriculture  
**Farm Service Agency**

**National Receipts &  
Receivables System**

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## Allocate Receipt

The system has provided a default monies allocation. If the allocation is not accurate, please use the text boxes to correct the values. Changing the default values will require that remarks are provided.

Input Receipt Allocation					
<b>\$11,000.00</b>	<b>Total Remittance Amount</b>				
Recv ID	Orig St	Orig Cnty	DCIA Status	Receivable Due Date	
373003	16	001	Not Referred	08/12/2009	
			<b>Total</b>	<b>Fees</b>	<b>Interest</b>
					<b>Principal</b>
	Current Balance		\$5,053.18	\$0.00	\$5,053.18
	Monies Applied		5053.18	\$0.00	\$5,053.18
	Resulting Balance		\$0.00	\$0.00	\$0.00
<b>\$5,946.82</b>	<b>Pending Refund Amount</b>				

Allocation Fund Remarks


Re-Calculate
Submit
Back
Reset
Cancel

**Note:** Users may reAllocate the way the monies were applied and will be required to enter an explanation in “Allocation Fund “Remarks” text box. NRRS will automatically apply monies to the oldest debt first.

### 3 Receipts (Continued)

#### A Entering Receipts (Continued)

After completing the allocation, the Confirm Receipt Creation Screen will be displayed.



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Farm Service Agency

National Receipts & Receivables System

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## Confirm Receipt Creation

Receipt Allocation Confirmation

\$11,000.00 Total Remittance Amount

Recv ID	Orig St	Orig Cnty	DCIA Status	Receivable Due Date
373003	16	001	Not Referred	08/12/2009

	Total	Fees	Interest	Principal
Previous Balance	\$5,053.18	\$0.00	\$0.00	\$5,053.18
Monies Applied	\$5,053.18	\$0.00	\$0.00	\$5,053.18
Resulting Balance	\$0.00	\$0.00	\$0.00	\$0.00

---

\$5,946.82 Refund Amount:

Confirm
Back
Reset
Cancel

Click 1 of the following:

- **“Confirm”** to continue
- **“Back”** or **“Reset”** to return to the previous screen
- **“Cancel”** to return to the NRRS Main Home Page.

### 3 Receipts (Continued)

#### A Entering Receipts (Continued)

If users click “Confirm”, the Receipt Successfully Recorded Screen will be displayed.



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**Farm Service Agency**

**National Receipts & Receivables System**

[Home](#) | [About USDA](#) | [Help](#) | [Contact Us](#) | [Log Off](#)

## Receipt Successfully Recorded

Receipt ID [244002](#) was successfully created.

---

**Receipt Details**

Remittance Amount: \$11,000.00  
 Remitter Name: John Public  
 Responsible Remitter ID: 144561413  
 Remitter ID Type: S  
 Remittance Type: CHECK  
 Check/Item Number: 569  
 Collection Type: Existing Receivable  
 Receipt Date time: 09/09/2009 09:32

---

**Receivable Balance Details**

Recv ID	Orig St	Orig Cnty	DCIA Status	Receivable Due Date
373003	16	001	Not Referred	08/12/2009

	Total	Fees	Interest	Principal
Current Balance	\$5,053.18	\$0.00	\$0.00	\$5,053.18
Monies Applied	\$5,053.18	\$0.00	\$0.00	\$5,053.18
Resulting Balance	\$0.00	\$0.00	\$0.00	\$0.00

---

**Refund Details**

Refund Amount: \$5,946.82

Print Receipt

Refund amount will be sent to NPS for disbursement. See Notice FI-2918 NPS certifying and signing. Click either of the following:

- **“Print Receipt”**
- **“Home”** to return to the NRRS Main Menu.

### 3 Receipts (Continued)

#### A Entering Receipts (Continued)

User may verify refund on the Receipt Details Screen.



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Farm Service Agency

National Receipt & Receivables System

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**Receipts**  
[Change Funds Allocation](#)  
[Dishonor Check](#)  
[Add Remarks](#)  
[View History](#)  
[Main Menu](#)

## Receipt Details

Receipt ID: 244002  
 Receiving Office: CANYON COUNTY FARM SERVICE AGENCY  
 Receipt Date: 09/09/2009  
 Remittance Amount: \$11,000.00

---

### Remittance Information

Remitter Name: John Public  
 Remitter ID: 144561413  
 Remitter ID Type: S  
 Remittance Type: Check  
 Check/Item Number: 559  
 Collection Type:  
 Dishonor Check Status: NO

---

Affected Receivables			
Receivable ID:	Amount Applied	Date Applied	Orig Cnty
<a href="#">373003</a>	5053.18	09/09/2009	001

---

### Deposit Information

Schedule Number: 0033  
 Schedule Date: 09/09/2009

### 3 Receipts (Continued)

#### A Entering Receipts (Continued)

If on the Create New Receipt Screen, user selects “Collection Type”, “Direct Sales”, as displayed in this example, the Enter Direct Sales Program Information Screen will be displayed.

USDA United States Department of Agriculture  
Farm Service Agency

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Current Office: CANYON COUNTY FARM SERVICE AGENCY

### Create New Receipt

Remittance Amount: \$ 10.00 ?

Remitter Name: John Q Farmer ?

Remittance Type: Check ?

Check/Item Number: 899 ?

Collection Type: Direct Sales ?

Effective Date: (MM/DD/YYYY) 09/09/2009 ?

Submit Reset Cancel

Select the applicable program code from the “Program Code” drop-down menu and the applicable county from “Select State / County” drop-down menu.

**Note:** This option is available for combined County Offices, State Offices, and the National Office.

Click 1 of the following:

- “**Submit**” to continue
- “**Back**” or “**Reset**” to return to the previous screen
- “**Cancel**” to return to the NRRS Main Home Page.

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Farm Service Agency

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### Enter Direct Sales Program Information

Program Code: AIRPHOTO ?

Select State / County: Select an Originating State/County ?

Submit Back Cancel

Select an Originating State/County  
16 ID - 001 Ada  
16 ID - 027 Canyon

### 3 Receipts (Continued)

#### A Entering Receipts (Continued)

If users click “Submit”, the Search for a Customer Screen will be displayed. Enter the customer TIN, TIN Type, and click 1 of the following:

- “**Search**” to continue
- “**Back**” to return to the previous screen
- “**Cancel**” to return to the NRRS Main Home Page.

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Farm Service Agency

National Receipts & Receivables System

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Current Office: CANYON COUNTY FARM SERVICE AGENCY

### Search for a Customer

Tax ID:

Tax ID Type:

**Search** **Back** **Cancel**

**Receivables**  
New Receivable  
Search

**Receipts**  
Record New Receipt  
Search

**Admin**  
Prepare Deposit  
Verify Deposit  
Reprint Deposit

Home

If users click “Search”, customers matching the information input will be displayed. Select the applicable customer by clicking the radio button to the left of the desired selection, then CLICK “**Select**”.

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Farm Service Agency

National Receipts & Receivables System

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### Customer Search Results

	Acct Cust ID	Customer Name	Producer Source
<input type="radio"/>	1541858	John Q Farmer	SCIMS

**Select** **Back** **Reset** **Cancel**

### 3 Receipts (Continued)

#### A Entering Receipts (Continued)

The Confirm Direct Sale Screen will be displayed.

 <b>United States Department of Agriculture</b> <b>Farm Service Agency</b>	<b>National Receipts &amp; Receivables System</b>
<a href="#">Home</a>   <a href="#">About USDA</a>   <a href="#">Help</a>   <a href="#">Contact Us</a>   <a href="#">Log Off</a>	
<b>Confirm Direct Sale</b>	
<b>Receipt Details</b> Remittance Amount: \$10.00 Remitter Name: John Q Farmer Responsible Remitter ID: 144508050 Remitter ID Type: S Remittance Type: Check Check/Item Number: 899 Collection Type: Direct Sales	
<b>Program Information</b> Program Code: AIRPHOTO-AERIAL PHOTOGRAPHY	
Program Amount: \$10.00	
<b>Confirm</b>	<b>Back</b> <b>Cancel</b>

Click 1 of the following

- **“Confirm”** to continue
- **“Back”** to return to the previous screen
- **“Cancel”** to return to the NRRS Main Home Page.



### 3 Receipts (Continued)

#### A Entering Receipts (Continued)

If users click “Confirm”, the final Receipt Successfully Recorded Screen will be displayed.



United States Department of Agriculture  
Farm Service Agency

National Receipts &  
Receivables System

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## Receipt Successfully Recorded

Receipt ID [244004](#) was successfully created.

---

### Receipt Details

Remittance Amount: \$10.00  
 Remitter Name: John Q Farmer  
 Responsible Remitter ID: 144508050  
 Remitter ID Type: S  
 Remittance Type: CHECK  
 Check/Item Number: 899  
 Collection Type: Direct Sales  
 Receipt Date time: 09/09/2009 09:43

---

### Receivable Balance Details

Recv ID	Orig St	Orig Cnty	DCIA Status	Receivable Due Date
418002	16	001	Not Referred	09/09/2009

	Total	Fees	Interest	Principal
Current Balance	\$10.00	\$0.00	\$0.00	\$10.00
Monies Applied	\$10.00	\$0.00	\$0.00	\$10.00
Resulting Balance	\$0.00	\$0.00	\$0.00	\$0.00

---

### Refund Details

Refund Amount:

.

Print Receipt

CLICK “**Home**” to return to the NRRS Main Menu.

### 3 Receipts (Continued)

#### A Entering Receipts (Continued)

If on the Create New Receipt Screen, users select “Collection Type”, “Miscellaneous”, as displayed in this example, the Enter Miscellaneous Collection Program Information Screen will be displayed.

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Farm Service Agency

National Receipts & Receivables System

Home | About USDA | Help | Contact Us | Log Off

Current Office: CANYON COUNTY FARM SERVICE AGENCY

### Create New Receipt

Remittance Amount: \$ 150 ?

Remitter Name: Jo Chapman ?

Remittance Type: Check ?

Check/Item Number: 789 ?

Collection Type: Miscellaneous ?

Effective Date: (MM/DD/YYYY) 09/09/2009 ?

Submit Reset Cancel

Select the applicable program code from the “Program Code” drop-down menu and the applicable county from “Select State / County” drop-down menu.

**Note:** This option is available for combined County Offices, State Offices, and the National Office.

Click 1 of the following:

- “**Submit**” to continue
- “**Back**” or “**Reset**” to return to the previous screen
- “**Cancel**” to return to the NRRS Main Home Page.

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Farm Service Agency

National Receipts & Receivables System

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### Enter Miscellaneous Collection Program Information

Program Code: UPCNSAMP ?

Select State / County: Select an Originating State/County ?

Submit Back Reset Cancel

### 3 Receipts (Continued)

#### A Entering Receipts (Continued)

If users click “Submit”, the Search for a Customer Screen will be displayed to select a customer. Enter the customer TIN, TIN Type, and CLICK “Search”.

USDA United States Department of Agriculture  
Farm Service Agency

National Receipts & Receivables System

Home | About USDA | Help | Contact Us | Log Off

Current Office: CANYON COUNTY FARM SERVICE AGENCY

**Search for a Customer**

Tax ID:

Tax ID Type:

Search Back Cancel

**Receivables**  
New Receivable  
Search

**Receipts**  
Record New Receipt  
Search

**Admin**  
Prepare Deposit  
Verify Deposit  
Reprint Deposit

Home

Customers matching the information input will be displayed. Select the applicable customer by clicking the radio button to the left of the desired selection and click 1 of the following:

- “Select” to continue
- “Back” or “Reset” to return to the previous screen
- “Cancel” to return to the NRRS Main Home Page.

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Farm Service Agency

National Receipts & Receivables System

Home | About USDA | Help | Contact Us | Log Off

**Customer Search Results**

	Acct Cust ID	Customer Name	Producer Source
<input type="radio"/>	1541858	Jo Chapman	SCIMS

Select Back Reset Cancel

### 3 Receipts (Continued)

#### A Entering Receipts (Continued)

If users click “Select”, the Confirm Direct Sale Screen will be displayed.

 United States Department of Agriculture Farm Service Agency	National Receipts & Receivables System
<a href="#">Home</a>   <a href="#">About USDA</a>   <a href="#">Help</a>   <a href="#">Contact Us</a>   <a href="#">Log Off</a>	
<b>Confirm Direct Sale</b>	
<b>Receipt Details</b> Remittance Amount: \$150.00 Remitter Name: Jo Chapman Responsible Remitter ID: 135505957 Remitter ID Type: S Remittance Type: Check Check/Item Number: 789 Collection Type: Miscellaneous	
<b>Program Information</b> Program Code: UPCNSAMP-GRADING FEES - UPLAND COTTON	
<input type="button" value="Confirm"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/>	

Click 1 of the following:

- “**Confirm**” to proceed
- “**Back**” to return to the previous screen
- “**Cancel**” to return to the NRRS Main Home Page.

### 3 Receipts (Continued)

#### A Entering Receipts (Continued)

If users click “Confirm”, the final Receipt Successfully Recorded Screen will be displayed.



United States Department of Agriculture

**Farm Service Agency**

**National Receipts & Receivables System**

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## Receipt Successfully Recorded

Receipt ID [244005](#) was successfully created.

---

### Receipt Details

Remittance Amount: \$150.00  
 Remitter Name: Jo Chapman  
 Responsible Remitter ID: 135505957  
 Remitter ID Type: S  
 Remittance Type: CHECK  
 Check/Item Number: 789  
 Collection Type: Miscellaneous  
 Receipt Date time: 09/09/2009 11:02

---

### Receivable Balance Details

Recv ID	Orig St	Orig Cnty	DCIA Status	Receivable Due Date			
418003	16	001	Not Referred	09/09/2009			

	Total	Fees	Interest	Principal
Current Balance	\$150.00	\$0.00	\$0.00	\$150.00
Monies Applied	\$150.00	\$0.00	\$0.00	\$150.00
Resulting Balance	\$0.00	\$0.00	\$0.00	\$0.00

---

### Refund Details

Refund Amount:

.

Print Receipt

CLICK “**Home**” to return to the NRRS Main Menu.

### 3 Receipts (Continued)

#### A Entering Receipts (Continued)

If on the Create New Receipt Screen, users select “Collection Type”, “Price Support”, as displayed in this example, or “Price Support Farm Storage Facility Loans”, the Price Support Program Information Screen will be displayed.

**Notes:** Price Support, or any other program application on System 36, receipts will **not** interface real time to NRRS, but are instead transferred when the AE7 file transmitted nightly. When the program application is web-enabled, the interface to NRRS will become real time.

If the check received from the customer exceeds the loan repayment, a receivable for the amount of the loan repayment **must** be established **before** recording the collection in NRRS. This will allow excess funds to be refunded to the producer (see Notice FI-2922).

The screenshot displays the 'Create New Receipt' interface within the USDA National Receipts & Receivables System. The top header includes the USDA logo and the text 'United States Department of Agriculture' and 'Farm Service Agency'. A navigation bar at the top right contains links for 'Home', 'About USDA', 'Help', 'Contact Us', and 'Log Off'. On the left, a sidebar menu lists 'Current Office: IDAHO STATE FARM SERVICE AGENCY' and categories for 'Receivables' (New Receivable, Search), 'Receipts' (Record New Receipt, Search), and 'Admin' (Prepare Deposit, Verify Deposit, Reprint Deposit, Home). The main content area is titled 'Create New Receipt' and contains the following fields:

- Remittance Amount: \$ 12000
- Remitter Name: Jo Khan
- Remittance Type: Check
- Check/Item Number: 995
- Collection Type: Price Support
- Effective Date: (MM/DD/YYYY) 09/21/2009

At the bottom of the form are three buttons: 'Submit', 'Reset', and 'Cancel'.

### 3 Receipts (Continued)

#### A Entering Receipts (Continued)

Select the applicable program code from the “Program Code” drop-down menu and the applicable county from “Select State / County” drop-down menu.

**Note:** This option is available for combined County Offices, State Offices, and the National Office.

Enter the applicable loan number and click 1 of the following:

- “**Submit**” to continue
- “**Back**” or “**Reset**” to return to the previous screen
- “**Cancel**” to return to the NRRS Main Home Page.

The following screen will be displayed to select a customer. Enter the customer TIN, TIN Type, and CLICK “**Search**”.

### 3 Receipts (Continued)

#### A Entering Receipts (Continued)

Customers matching the information input will be displayed. Select the applicable customer by clicking the radio button to the left of the desired selection and CLICK “Select”.

The screenshot shows the 'Customer Search Results' screen. At the top, the USDA logo and 'United States Department of Agriculture Farm Service Agency' are on the left, and 'National Receipts & Receivables System' is on the right. A navigation bar contains links: Home, About USDA, Help, Contact Us, and Log Off. The main heading is 'Customer Search Results'. Below it is a table with three columns: 'Acct Cust ID', 'Customer Name', and 'Producer Source'. The first row contains a radio button, '1540582', 'Jo Khan', and 'SCIMS'. At the bottom are four buttons: 'Select', 'Back', 'Reset', and 'Cancel'.

Acct Cust ID	Customer Name	Producer Source
<input type="radio"/> 1540582	Jo Khan	SCIMS

Buttons: Select, Back, Reset, Cancel

The Confirm Receipt Creation Screen will be displayed.

The screenshot shows the 'Confirm Receipt Creation' screen. At the top, the USDA logo and 'United States Department of Agriculture Farm Service Agency' are on the left, and 'National Receipts & Receivables System' is on the right. A navigation bar contains links: Home, About USDA, Help, Contact Us, and Log Off. The main heading is 'Confirm Receipt Creation'. Below it is a section titled 'Receipt Details' with the following information: Remittance Amount: \$12,000.00, Remitter Name: Jo Khan, Responsible Remitter ID:, Remitter ID Type:, Remittance Type: Check, Check/Item Number: 995, and Collection Type: Price Support. Below this is a section titled 'Program Information' with the following information: Program Code: 09OATSLN-LOAN - OATS and Loan number: 06560. At the bottom are three buttons: 'Confirm', 'Back', and 'Cancel'.

**Receipt Details**

Remittance Amount: \$12,000.00  
 Remitter Name: Jo Khan  
 Responsible Remitter ID:  
 Remitter ID Type:  
 Remittance Type: Check  
 Check/Item Number: 995  
 Collection Type: Price Support

**Program Information**

Program Code: 09OATSLN-LOAN - OATS  
 Loan number: 06560

Buttons: Confirm, Back, Cancel

Click 1 of the following:

- “Confirm” to proceed
- “Back” to return to the previous screen
- “Cancel” to return to the NRRS Main Home Page.



### 3 Receipts (Continued)

#### A Entering Receipts (Continued)

If users click “Confirm”, the final Receipt Successfully Recorded Screen will be displayed.



United States Department of Agriculture  
Farm Service Agency

National Receipts & Receivables System

[Home](#) | [About USDA](#) | [Help](#) | [Contact Us](#) | [Log Off](#)

## Receipt Successfully Recorded

Receipt ID [244006](#) was successfully created.

### Receipt Details

Remittance Amount: \$12,000.00  
Remitter Name: Jo Khan  
Responsible Remitter ID: 024463044  
Remitter ID Type: S  
Remittance Type: CHECK  
Check/Item Number: 995  
Collection Type: Price Support  
Receipt Date time: 09/09/2009 11:11

### Receivable Balance Details

Recv ID	Orig St	Orig Cnty	DCIA Status	Receivable Due Date
418004	16	001	Not Referred	09/09/2009

	Total	Fees	Interest	Principal
Current Balance	\$12,000.00	\$0.00	\$0.00	\$12,000.00
Monies Applied	\$12,000.00	\$0.00	\$0.00	\$12,000.00
Resulting Balance	\$0.00	\$0.00	\$0.00	\$0.00

### Refund Details

Refund Amount:

Print Receipt

CLICK “**Home**” to return to the NRRS Main Menu.

### 3 Receipts (Continued)

#### A Entering Receipts (Continued)

If on the Create New Receipt Screen, users select:

- “Collection Type”, “Farm Program”, see forthcoming FI notice titled, “NRRS Web-Based Application for FLP Payments” for an example
- “Collection Type”, “CRP”, the Enter CRP Program Information Screen will be displayed.

Select the applicable program code from the “Program Code” drop-down menu and the applicable county from “Select State / County” drop-down menu.

**Note:** This option is available for combined County Offices, State Offices, and the National Office.

Enter the applicable contract number and click 1 of the following:

- “**Submit**” to continue
- “**Back**” or “**Reset**” to return to the previous screen
- “**Cancel**” to return to the NRRS Main Home Page.

### 3 Receipts (Continued)

#### A Entering Receipts (Continued)

The Search for a Customer Screen will be displayed to select a customer. Enter the customer TIN, TIN Type, and CLICK “**Search**”. The Customer Search Results will be displayed.

USDA United States Department of Agriculture  
Farm Service Agency

Home | About USDA | Help | Contact Us | Log Off

Current Office: CANYON COUNTY FARM SERVICE AGENCY

**Search for a Customer**

Tax ID:

Tax ID Type:

**Search** **Back** **Cancel**

**Receivables**  
New Receivable  
Search

**Receipts**  
Record New Receipt  
Search

**Admin**  
Prepare Deposit  
Verify Deposit  
Reprint Deposit

Home

Customers matching the information input will be displayed. Select the applicable customer by clicking the radio button to the left of the desired selection and click 1 of the following:

- “**Select**” to continue
- “**Back**” or “**Reset**” to return to the previous screen
- “**Cancel**” to return to the NRRS Main Home Page.

USDA United States Department of Agriculture  
Farm Service Agency

Home | About USDA | Help | Contact Us | Log Off

**Customer Search Results**


Acct Cust ID	Customer Name	Producer Source
<input type="radio"/> 1541858	Jo Wright	SCIMS

**Select** **Back** **Reset** **Cancel**

### 3 Receipts (Continued)

#### A Entering Receipts (Continued)

If users click “Select”, the Confirm Receipt Creation Screen will be displayed.

 United States Department of Agriculture <b>Farm Service Agency</b>	<b>National Receipts &amp; Receivables System</b>
<a href="#">Home</a>   <a href="#">About USDA</a>   <a href="#">Help</a>   <a href="#">Contact Us</a>   <a href="#">Log Off</a>	
<h2>Confirm Receipt Creation</h2>	
<b>Receipt Details</b> Remittance Amount: \$500.00 Remitter Name: Jo Wright Responsible Remitter ID: 024463044 Remitter ID Type: S Remittance Type: Check Check/Item Number: 658 Collection Type: CRP	
<hr/> <b>Program Information</b> Program Code: ECPD-EMERGENCY CONSERVATION - DROUGHT	
<hr/> Contract Number: 09-2258	
<div> <input type="button" value="Confirm"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/> </div>	

Click 1 of the following:

- “**Confirm**” to proceed
- “**Back**” to return to the previous screen
- “**Cancel**” to return to the NRRS Main Home Page.

### 3 Receipts (Continued)

#### A Entering Receipts (Continued)

If users click “Confirm”, the final Receipt Successfully Recorded Screen will be displayed.



United States Department of Agriculture

**Farm Service Agency**

**National Receipts & Receivables System**

[Home](#) | [About USDA](#) | [Help](#) | [Contact Us](#) | [Log Off](#)

## Receipt Successfully Recorded

Receipt ID [244007](#) was successfully created.

---

### Receipt Details

Remittance Amount: \$500.00  
 Remitter Name: Jo Wright  
 Responsible Remitter ID: 024463044  
 Remitter ID Type: S  
 Remittance Type: CHECK  
 Check/Item Number: 658  
 Collection Type: CRP  
 Receipt Date time: 09/09/2009 11:23

---

### Receivable Balance Details

Recv ID	Orig St	Orig Cnty	DCIA Status	Receivable Due Date			
418005	16	001	Not Referred	09/09/2009			

	Total	Fees	Interest	Principal
Current Balance	\$500.00	\$0.00	\$0.00	\$500.00
Monies Applied	\$500.00	\$0.00	\$0.00	\$500.00
Resulting Balance	\$0.00	\$0.00	\$0.00	\$0.00

---

### Refund Details

Refund Amount:

.

Print Receipt

CLICK “**Home**” to return to the NRRS Main Menu.

### 3 Receipts (Continued)

#### B Searching for Receipts

To search for a particular receipt, under “Receipts”, CLICK “**Search**”. The Search for a Receipt Screen will be displayed. Enter appropriate information and CLICK “**Search**”.

USDA United States Department of Agriculture  
Farm Service Agency

National Receipts & Receivables System

Home | About USDA | Help | Contact Us | Log Off

Current Office: CRAWFORD COUNTY FARM SERVICE AGENCY

**Search for a Receipt**

Search By Receipt

Receipt ID:

Responsible Remitter ID:

Remitter ID Type:

Check/Item Number:

**Search** **Reset** **Cancel**

**Receivables**  
New Receivable  
Search

**Receipts**  
Record New Receipt  
Search

**Admin**  
Prepare Deposit  
Verify Deposit

Home

The Receipt Search Results Screen will be displayed.

Receipt Search Results				
	Receipt ID:	Receipt Date:	Remitter Name:	Remittance Amount:
<a href="#">Select</a>	102932	10/27/2008	mohans test	\$25.00

CLICK “**Select**”. The Receipt Details Screen will be displayed.

### 3 Receipts (Continued)

#### B Searching for Receipts (Continued)

This is an example of the Receipts Detail Screen.

From the “Receipts Details” menu users can click:

- “Adjust Receipt”, “Delete Receipt”, or “Change Fund Allocation” if the Schedule has **not** been deposited
- “Dishonor Check” to record a dishonored check if the receipt has been deposited and rejected
- “Add Remarks” (subparagraph D) and “View History” (subparagraph E).

Receipts	Receipt Details												
<a href="#">Adjust Receipt</a> <a href="#">Delete Receipt</a> <a href="#">Change Funds Allocation</a> <a href="#">Dishonor Check</a> <a href="#">Add Remarks</a> <a href="#">View History</a>  <a href="#">Main Menu</a>	<p>Receipt ID: 102932  Receipt Date: 10/27/2008  Remittance Amount: \$29.37</p> <hr/> <p><b>Remittance Information</b></p> <p>Remitter Name: mohans test  Remitter ID: 506642067  Remitter ID Type: S  Remittance Type: check  Check/Item Number: 123  Collection Type: Existing Receivable  Dishonor Check Status: NO</p> <hr/> <table border="1"> <thead> <tr> <th colspan="4">Affected Receivables</th> </tr> <tr> <th>Receivable ID:</th> <th>Amount Applied</th> <th>Date Applied</th> <th>Orig Cnty</th> </tr> </thead> <tbody> <tr> <td><a href="#">120564</a></td> <td>25.00</td> <td>10/27/2008</td> <td>055</td> </tr> </tbody> </table> <hr/> <p><b>Deposit Information</b></p> <p>Schedule Number: Not Deposited  Schedule Date:</p>	Affected Receivables				Receivable ID:	Amount Applied	Date Applied	Orig Cnty	<a href="#">120564</a>	25.00	10/27/2008	055
Affected Receivables													
Receivable ID:	Amount Applied	Date Applied	Orig Cnty										
<a href="#">120564</a>	25.00	10/27/2008	055										

### 3 Receipts (Continued)

#### B Searching for Receipts (Continued)

If user clicks “Adjust Receipt”, the Adjust Receipt Screen will be displayed.

Enter required field values (any field can be adjusted before deposit).

USDA United States Department of Agriculture  
Farm Service Agency

National Receipts & Receivables System

Home | About USDA | Help | Contact Us | Log Off

**Receipts**  
Delete Receipt  
Change Funds Allocation  
Add Remarks  
View History  
Main Menu

**Adjust Receipt**

Remittance Amount: \$

Remitter Name:

Remittance Type:

Check/Item Number:

**Submit** **Reset** **Cancel**

The Receipt Adjustment Details Screen will be displayed.

Adjust receipt details, as applicable, and all fields that have been changed will be displayed.

Current Office: CRAWFORD  
COUNTY FARM SERVICE  
AGENCY

**Receipt Adjustment Details**

**Receivables**  
New Receivable  
Search  
**Receipts**  
Record New Receipt

Changed Fields		
Changed Field	Old Value	New Value
Remittance Amount	29.37	24

**Submit** **Back** **Cancel**

Click 1 of the following:

- “**Submit**” to adjust the receipt, the Allocate Receipt Screen will be displayed
- “**Back**” to return to the previous screen
- “**Cancel**” to return to the NRRS Main Home Page.



### 3 Receipts (Continued)

#### B Searching for Receipts (Continued)

If user clicks “Submit”, the Allocate Receipt Screen will be displayed.

Allocate Receipt					
The system has provided a default monies allocation. If the allocation is not accurate, please use the text boxes to correct the values. Changing the default values will require that remarks are provided					
Input Receipt Allocation					
\$24.00	Total Remittance Amount				
Recv ID	Orig St	Orig Cnty	DCIA Status	Receivable Due Date	
120564	18	055	0	10/27/2008	
			Total	Fees	Interest
	Current Balance		\$25.00	\$0.00	\$25.00
	Monies Applied	24.00	\$0.00	\$0.00	\$24.00
	Resulting Balance		\$1.00	\$0.00	\$1.00
\$0.00	Pending Refund Amount				
Allocation Fund Remarks					
<input type="button" value="Re-Calculate"/> <input type="button" value="Submit"/> <input type="button" value="Back"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>					

If users click “Submit”, the Confirm Receipt Creation Screen will be displayed. CLICK “Confirm” to complete receipt creation.

Confirm Receipt Creation					
Receipt Allocation Confirmation					
\$24.00	Total Remittance Amount				
Recv ID	Orig St	Orig Cnty	DCIA Status	Receivable Due Date	
120564	18	055	0	10/27/2008	
			Total	Fees	Interest
	Previous Balance		\$25.00	\$0.00	\$25.00
	Monies Applied		\$24.00	\$0.00	\$24.00
	Resulting Balance		\$1.00	\$0.00	\$1.00
\$0.00	Refund Amount:				
<input type="button" value="Confirm"/> <input type="button" value="Back"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>					

### 3 Receipts (Continued)

#### B Searching for Receipts (Continued)

This is an example of the Receipt Successfully Recorded Screen that will be displayed. Users may print the receipt for the remitter; CLICK **"Print Receipt"**.

Receipt Successfully Recorded				
Success. Receipt ID <u>102933</u> was successfully updated and all receivable balances have been adjusted.				
<b>Receipt Details</b>				
Remittance Amount: \$24.37				
Remitter Name: mohans test				
Responsible Remitter ID:				
Remitter ID Type:				
Remittance Type: Check				
Check/Item Number: 123				
Collection Type: Existing Receivable				
Receipt Date time: 10/27/2008 03:41				
<b>Receivable Balance Details</b>				
Recv ID	Orig St	Orig Cnty	DCIA Status	Receivable Due Date
121552	20	037	0	10/27/2008
			<b>Total</b>	<b>Fees</b>
			<b>Interest</b>	<b>Principal</b>
			Current Balance	\$1,000.00
			Monies Applied	\$25.00
			Resulting Balance	\$975.00
				\$100.00
				\$0.00
				\$900.00
<b>Refund Details</b>				
Refund Amount: \$0.00				
<b>Print Receipt</b>				

### 3 Receipts (Continued)

#### B Searching for Receipts (Continued)

This is an example of the Receipt Details Screen. Under “Receipts” users can click “Delete Receipt” as 1 of the options that may be selected **only** if the schedule has **not** been deposited.

Receipts	Receipt Details															
<a href="#">Adjust Receipt</a> <a href="#">Delete Receipt</a> <a href="#">Change Funds Allocation</a> <a href="#">Dishonor Check</a> <a href="#">Add Remarks</a> <a href="#">View History</a>  <a href="#">Main Menu</a>	Receipt ID: 102932 Receipt Date: 10/27/2008 Remittance Amount: \$29.37															
	<h4>Remittance Information</h4> Remitter Name: mohans test Remitter ID: 506642067 Remitter ID Type: S Remittance Type: check Check/Item Number: 123 Collection Type: Existing Receivable Dishonor Check Status: NO															
	<table border="1"> <thead> <tr> <th colspan="4" style="background-color: #cccccc;">Affected Receivables</th> </tr> <tr> <th>Receivable ID:</th> <th>Amount Applied</th> <th>Date Applied</th> <th>Orig Cnty</th> </tr> </thead> <tbody> <tr> <td><a href="#">120564</a></td> <td>25.00</td> <td>10/27/2008</td> <td>055</td> </tr> </tbody> </table>				Affected Receivables				Receivable ID:	Amount Applied	Date Applied	Orig Cnty	<a href="#">120564</a>	25.00	10/27/2008	055
Affected Receivables																
Receivable ID:	Amount Applied	Date Applied	Orig Cnty													
<a href="#">120564</a>	25.00	10/27/2008	055													
	<h4>Deposit Information</h4> Schedule Number: Not Deposited Schedule Date:															

### 3 Receipts (Continued)

#### B Searching for Receipts (Continued)

If users click “Delete Receipt”, the Confirm Delete Receipt Screen will be displayed.

Receipts	Confirm Delete Receipt											
<a href="#">Adjust Receipt</a> <a href="#">Delete Receipt</a> <a href="#">Change Funds Allocation</a> <a href="#">Dishonor Check</a> <a href="#">Add Remarks</a> <a href="#">View History</a>  <a href="#">Main Menu</a>	Receipt ID: 105932 Receipt Date: 10/28/2008 Remittance Amount: \$29.37											
	<b>Remittance Information</b> Remitter Name: mohans test Remitter ID: Remitter ID Type: Remittance Type: check Check/Item Number: 123 Collection Type: Existing Receivable Dishonor Check Status: NO											
	<b>Affected Receivables</b> <table border="1"> <thead> <tr> <th>Receivable ID:</th> <th>Amount Applied</th> <th>Date Applied</th> <th>Orig Cnty</th> </tr> </thead> <tbody> <tr> <td><a href="#">124563</a></td> <td>\$25.00</td> <td>10/28/2008</td> <td>037</td> </tr> </tbody> </table>				Receivable ID:	Amount Applied	Date Applied	Orig Cnty	<a href="#">124563</a>	\$25.00	10/28/2008	037
Receivable ID:	Amount Applied	Date Applied	Orig Cnty									
<a href="#">124563</a>	\$25.00	10/28/2008	037									
	<input type="button" value="Confirm"/> <input type="button" value="Cancel"/>											

CLICK “**Confirm**” to continue.

### 3 Receipts (Continued)

#### B Searching for Receipts (Continued)

The Receipt Successfully Deleted Screen will be displayed.

<div>Receipts</div> <div>Delete Receipt</div> <div>Change Funds Allocation</div> <div>Add Remarks</div> <div>View History</div> <div>Main Menu</div>	<div><b>Receipt Successfully Deleted</b></div> <div>Success. Receipt ID was successfully deleted.</div>
--	---

#### C Dishonored Checks

On the Receipt Details Screen, search for the receipt to create the dishonored check. NRRS will reverse any collections associated with the dishonored check and create a Dishonored Check Fee Receivable automatically.

<div>Receipts</div> <div>Adjust Receipt</div> <div>Delete Receipt</div> <div>Change Funds Allocation</div> <div>Dishonor Check</div> <div>Add Remarks</div> <div>View History</div> <div>Main Menu</div>	<div><b>Receipt Details</b></div> <div>           Receipt ID: 102932            Receipt Date: 10/27/2008            Remittance Amount: \$29.37         </div> <hr/> <div><b>Remittance Information</b></div> <div>           Remitter Name: mohans test            Remitter ID: 506642067            Remitter ID Type: S            Remittance Type: check            Check/Item Number: 123            Collection Type: Existing Receivable            Dishonor Check Status: NO         </div> <hr/> <div><b>Affected Receivables</b></div> <table border="1"> <thead> <tr> <th>Receivable ID:</th> <th>Amount Applied</th> <th>Date Applied</th> <th>Orig Cnty</th> </tr> </thead> <tbody> <tr> <td><a href="#">120564</a></td> <td>25.00</td> <td>10/27/2008</td> <td>055</td> </tr> </tbody> </table> <hr/> <div><b>Deposit Information</b></div> <div>           Schedule Number: Not Deposited            Schedule Date:         </div>	Receivable ID:	Amount Applied	Date Applied	Orig Cnty	<a href="#">120564</a>	25.00	10/27/2008	055
Receivable ID:	Amount Applied	Date Applied	Orig Cnty						
<a href="#">120564</a>	25.00	10/27/2008	055						

CLICK “**Receivable ID**” link to select receipt.

### 3 Receipts (Continued)

#### C Dishonored Checks (Continued)

After users click applicable “Receivable ID”, the Confirm Dishonored Check Screen will be displayed. CLICK “Submit”.

**Confirm Dishonor Check**

Receipt ID: 108932  
 Receipt Date: 10/28/2008  
 Remittance Amount: \$29.37

---

**Remittance Information**  
 Remitter Name: mohans test  
 Remitter ID:  
 Remitter ID Type:  
 Remittance Type: check  
 Check/Item Number: 123

**Review all balances:**

Receivable ID	Field Name	Current Balance	Dishonored amt	Resulting Balance
128563	Program Principal	\$500.00	\$0.00	\$500.00
	Program Fees	\$95.63	\$4.37	\$100.00
	Admin Fees	\$0.00	\$25.00	\$25.00
	<b>Total Balance</b>	<b>\$595.63</b>	<b>\$29.37</b>	<b>\$625.00</b>

Submit
Cancel

\* Note : Additional Late Interest has accrued and been recalculated due to dishonored check.

This is an example of the Dishonored Check Success Screen that will be displayed.

**Dishonor Check Success**

Dishonor check successfully processed with Receipt ID [108932](#)

### 3 Receipts (Continued)

#### D Adding Remarks

To add remarks to receipt details, under “Receipts”, CLICK “Add Remarks”.

Receipts	Receipt Details												
<a href="#">Adjust Receipt</a> <a href="#">Delete Receipt</a> <a href="#">Change Funds Allocation</a> <a href="#">Dishonor Check</a> <a href="#">Add Remarks</a> <a href="#">View History</a>  <a href="#">Main Menu</a>	<p>Receipt ID: 102932            Receipt Date: 10/27/2008            Remittance Amount: \$29.37</p> <hr/> <p><b>Remittance Information</b></p> <p>Remitter Name: mohans test            Remitter ID: 506642067            Remitter ID Type: S            Remittance Type: check            Check/Item Number: 123            Collection Type: Existing Receivable            Dishonor Check Status: NO</p> <hr/> <table border="1"> <thead> <tr> <th colspan="4">Affected Receivables</th> </tr> <tr> <th>Receivable ID:</th> <th>Amount Applied</th> <th>Date Applied</th> <th>Orig Cnty</th> </tr> </thead> <tbody> <tr> <td><a href="#">120564</a></td> <td>25.00</td> <td>10/27/2008</td> <td>055</td> </tr> </tbody> </table> <hr/> <p><b>Deposit Information</b></p> <p>Schedule Number: Not Deposited            Schedule Date:</p>	Affected Receivables				Receivable ID:	Amount Applied	Date Applied	Orig Cnty	<a href="#">120564</a>	25.00	10/27/2008	055
Affected Receivables													
Receivable ID:	Amount Applied	Date Applied	Orig Cnty										
<a href="#">120564</a>	25.00	10/27/2008	055										

This is an example of the Add Remarks to Receipt Screen. Users may add remarks to a receipt, for example, the name of the person who contacted the office, and what office they contacted, for future reference.

Receipts	Add Remarks to Receipt
<a href="#">Delete Receipt</a> <a href="#">Change Funds Allocation</a> <a href="#">Add Remarks</a> <a href="#">View History</a>  <a href="#">Main Menu</a>	<p>Receipt ID: 108932</p> <hr/> <p style="text-align: right;">Remarks:</p> <div style="border: 1px solid black; padding: 5px; min-height: 100px;">         This is a test Remark ..       </div> <div style="text-align: right; margin-top: -10px;"> </div> <div style="margin-top: 10px;"> <input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/> </div>

### 3 Receipts (Continued)

#### E Receipt History

If under “Receipts”, users CLICK “**Receipt History**”, the details behind the selected receipt will be displayed.

**Note:** Details will be in reversed chronological order.

**Receipts**  
Delete Receipt  
Change Funds Allocation  
Add Remarks  
View History  
Main Menu

### Receipt History

**Receipt Details**  
 Receipt ID: 108932  
 Remitter Name: mohans test  
 Responsible Remitter ID: 506642067  
 Remitter ID Type: S  
 Remittance Type: Check  
 Collection Type: Existing Receivable

**Event Details**

**Date:** 10/28/2008 13:09:56 CDT **User:** WHEELLOCK, TERESA  
**Type:** Dishonor Check  
**Remarks:** Dishonored Check for amount \$29.37

Type	Previous	New
Reverse Receivable Collection	\$29.37	(\$29.37)
System Established Receivable		\$25.00

**Date:** 10/28/2008 13:09:02 CDT **User:** WHEELLOCK, TERESA  
**Type:** Manual Collection  
**Remarks:**

Type	Previous	New
Receivable Collection		\$29.37

### 4 Refunds and Schedule of Deposits

#### A Refunds for Automated Programs

County Offices **must** establish manual receivables in NRRS for the amount of the automated program repayment. When the county pays the receivable for the amount established, if there is an over-collection, NRRS will generate and pass the refund disbursement for the overpayment amount to NPS. Joint issued and personal checks will be held for 10 workdays before being passed to NPS. All other types of collection refunds will be immediately passed to NPS.

#### B Selecting Schedule of Deposit Remittance Type

From the “Remittance Type” drop-down menu, users may choose “**PCC**” (Paper Check Conversion), “**CBS**”, “**Lockbox**”, “**Wire Transfer**”, or “**CCR**” (Centralized Cotton Redemption). Remittance Type **must** be selected every time a schedule of deposit is entered.

Current Office: CRAWFORD COUNTY FARM SERVICE AGENCY

### Prepare Schedule of Deposit

Remittance Type:

**Receivables**  
New Receivable  
Search  
**Receipts**  
Record New Receipt  
Search



#### 4 Refunds and Schedule of Deposits (Continued)

##### B Selecting Schedule of Deposit Remittance Type (Continued)

After choosing the remittance type, CLICK “**Submit**”. The Schedule of Deposit Detail Screen will be displayed.

Schedule of Deposit Details				
Deposit Type: PCC				
Location: CRAWFORD COUNTY FARM SERVICE AGENCY				
Receipt ID:	Receipt Date:	Remitter Name	Type	Total Remittance Amount
325932	11/17/2008	test	Check	\$29.37
Total Number of Receipts: 1				
Total Dollar Amount: \$29.37				
<b>Submit</b>		<b>Cancel</b>		

Click either of the following:

- “**Submit**”, the Schedule of Deposit Success Screen will be displayed
- “**Cancel**” to return to the NRRS Main Home Page.

Schedule of Deposit Success				
Deposit Number: 24052				
Deposit Date: 11/17/2008				
Deposit Type: PCC				
Location: CRAWFORD COUNTY FARM SERVICE AGENCY				
Total Number of Deposit Items: 1				
Total Deposit Amount: \$29.37				
Receipt ID:	Type	Check/Item #	Remitter Name	Total Remittance Amount
325932	Check	123	test	\$29.37
<b>Print CCC-257</b>				

If users click “Submit”, the Schedule of Deposit Success Screen will be displayed. Users can print CCC-257 by clicking “**Print CCC-257**”. PRESS “**Ctrl**”+“**P**” and a Printer Dialog Box will be displayed. CLICK “**OK**” to send CCC-257 to the printer.

**Note:** See paragraph 6 for manual CCC-257’s.

## Notice FI-2924

### 4 Refunds and Schedule of Deposits (Continued)

#### B Selecting Schedule of Deposit Remittance Type (Continued)

This is an example of CCC-257.

CCC-257 (05-17-1991)	U. S. Department of Agriculture Farm Service Agency SCHEDULE OF DEPOSIT For Deposit to the account of CCC-Symbol 4992	Schedule Date								
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>1. To: CCC-257 LOCKBOX BANK PO BOX 953968 SAINT LOUIS, MO 63195-3968</p> </div> <div style="width: 45%;"> <p>2. Report Deposit to: Kansas City Management Office P.O. Box 419205 Kansas City, MO 64141-6205</p> </div> </div>										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th style="width: 20%;">Receipt ID:</th> <th style="width: 20%;">Check/Item #</th> <th style="width: 30%;">Remitter Name</th> <th style="width: 30%;">Total Remittance Amount</th> </tr> </thead> <tbody> <tr> <td>325932</td> <td>123</td> <td>test</td> <td>\$29.37</td> </tr> </tbody> </table>			Receipt ID:	Check/Item #	Remitter Name	Total Remittance Amount	325932	123	test	\$29.37
Receipt ID:	Check/Item #	Remitter Name	Total Remittance Amount							
325932	123	test	\$29.37							
<p>3. Number of Deposit Items: 1</p>		<p>4. Total Check Amount \$29.37</p>								
<p>CCC-257 REPRINT</p>		<p>5. Total Cash \$0.00</p>								
		<p>6. Total Deposit \$29.37</p>								
<p>7. BANK USE ONLY</p> <p>A. Certificate of Deposit Number</p>		<p>8. From: KC USDA State ASCS Office 8900 STATE LINE LEAWOOD KS 66041</p> <p style="text-align: center;">----- Signature Date</p>								
<p>B. Date of Deposit</p>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">9. State/County Code</td> <td style="width: 20%;">10. Schedule Number</td> <td style="width: 20%;">11. Deposit Amount</td> <td style="width: 40%;">12. CIN</td> </tr> <tr> <td>80-000-4</td> <td>24052</td> <td>\$29.37</td> <td>00004992-2</td> </tr> </table>	9. State/County Code	10. Schedule Number	11. Deposit Amount	12. CIN	80-000-4	24052	\$29.37	00004992-2
9. State/County Code	10. Schedule Number	11. Deposit Amount	12. CIN							
80-000-4	24052	\$29.37	00004992-2							

#### C Verifying Schedules of Deposit

To verify the schedule of deposit information, under “Receivables” “Admin” menu, CLICK “**Verify Deposit**”. If the information is incorrect or incomplete, CLICK “**Cancel**”.

Verify Schedule of Deposit

Select Deposit to Verify

**Deposits that cannot be verified by the user:**

	Deposit Number	Deposit Date	Type	Created By	Preparing Office
	16055	11/14/2008			CRAWFORD COUNTY FARM SERVICE AGENCY
	24052	11/17/2008			CRAWFORD COUNTY FARM SERVICE AGENCY

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**Deposits that can be verified by the user:**

Select
Deposit Number
Deposit Date
Type
Created By
Preparing Office

No deposits have been found for this type and location.

Cancel

## **5 Financial Web Application Data Warehouse (FWADM) Reports**

### **A Accessing FWADM Reports**

FWADM reports (Notice FI-2916) will be available through eAuthentication with role security.

### **B FWADM Report Training**

Copies of the following reports will be provided in FWADM Report training:

- Collection by Customer
- Collection by Deposit Date
- Collection by Deposit Number
- Collection by Program
- Collection by Remittance Type.

## 6 Entering Manual CCC-257's in NRRS

### A Financial Management Modernization Initiative Readiness (FMMI-R), Release II Implementation

During FMMI-R, Release II implementation, counties were shut out of System 36 Cash Receipts, requiring manual CCC-257's to be created. CBS counties continued to phone in deposits using CBS-Interactive Voice Response (IVR).

**Important:** The CBS-IVR phone number is 314-457-6200. A forthcoming 3-FI amendment will update CBS-IVR's phone number.

### B Using NRRS "Lockbox" Option

Once NRRS is available, CBS counties must select "**Lockbox**" for any manual CCC-257's phoned into CBS-IVR. NRRS **cannot** detect when the CBS phone option was used. Failure to mark "**Lockbox**" will result in duplicating CCC-257's to CBS and possibly overdraw the local account.

**Note:** Non-CBS counties, that is Lockbox counties, will follow these same procedures to record manual CCC-257's.

After accessing NRRS using the procedures described in Notice FI-2921, input the remittance amount, remitter name, remittance type, item number (if applicable), collection type, and the effective date. CLICK "**Submit**".

The screenshot shows the USDA Farm Service Agency National Receipts & Receivables System (NRRS) interface. The top header includes the USDA logo and the text "United States Department of Agriculture" and "Farm Service Agency". A navigation bar contains links: "Home", "About USDA", "Help", "Contact Us", and "Log Off". Below the header, the current office is listed as "YUMA COUNTY FARM SERVICE AGENCY". The main content area is titled "Create New Receipt". On the left, there is a sidebar menu with sections: "Receivables" (New Receivable, Search), "Receipts" (Record New Receipt, Search), and "Admin" (Prepare Deposit, Verify Deposit, Reprint Deposit). The main form fields are: "Remittance Amount: \$ 500", "Remitter Name: SY", "Remittance Type: Check", "Check/Item Number: 123", "Collection Type: Direct Sales", and "Effective Date: (MM/DD/YYYY) 09/11/2009". Each field has a help icon (?). At the bottom of the form are three buttons: "Submit", "Reset", and "Cancel".

## Notice FI-2924

### 6 Entering Manual CCC-257's in NRRS (Continued)

#### B Using NRRS “Lockbox” Option (Continued)

This is an example of the Confirm Direct Sale Screen will be displayed.

The screenshot shows the 'Confirm Direct Sale' screen. At the top, the USDA logo and 'United States Department of Agriculture' are on the left, and 'National Receipts & Receivables System' is on the right. Below this is a navigation bar with links: Home, About USDA, Help, Contact Us, and Log Off. The main heading is 'Confirm Direct Sale'. Under 'Receipt Details', the following information is displayed: Remittance Amount: \$500.00, Remitter Name: SY, Responsible Remitter ID: ID Number hidden, Remitter ID Type: S, Remittance Type: Check, Check/Item Number: 123, and Collection Type: Direct Sales. Below this is 'Program Information' with Program Code: YIELDSF-SERVICE FEE - YIELD. At the bottom, the Program Amount is \$500.00, and there are three buttons: Confirm, Back, and Cancel.

To enter the manual CCC-257 information into a schedule of deposit, CLICK “**Confirm**”. The Prepare Schedule of Deposit Screen will be displayed. From the “Remittance Type” drop-down menu, CLICK “**Lockbox**” and “**Submit**”.

The screenshot shows the 'Prepare Schedule of Deposit' screen. At the top, the USDA logo and 'United States Department of Agriculture' are on the left, and 'National Receipts & Receivables System' is on the right. Below this is a navigation bar with links: Home, About USDA, Help, and Contact Us. On the left side, there is a sidebar with 'Current Office: YUMA COUNTY FARM SERVICE AGENCY' and a menu with 'Receivables' (containing 'New Receivable' and 'Search') and 'Receipts' (containing 'Record New Receipt'). The main heading is 'Prepare Schedule of Deposit'. To the right of the heading, there is a 'Remittance Type:' label and a dropdown menu showing 'LockBox'. At the bottom, there are two buttons: Submit and Cancel.

## 6 Entering Manual CCC-257's in NRRS (Continued)

### B Using NRRS "Lockbox" Option (Continued)

The Schedule of Deposit Details Screen will be displayed. Verify that CCC-257 information and total dollar amount are correct. CLICK "Submit".

USDA United States Department of Agriculture		National Receipts & Receivables System	
Farm Service Agency		Home   About USDA   Help   Contact Us	
<b>Schedule of Deposit Details</b>			
Deposit Type: LockBox			
Location: YUMA COUNTY FARM SERVICE AGENCY			
<b>Receipt ID:</b>	<b>Receipt Date:</b>	<b>Remitter Name</b>	<b>Type Total Remittance Amount</b>
244009	09/09/2009	rj	Check \$400.00
253003	09/11/2009	SY	Check \$500.00
Total Number of Receipts: 2			
Total Dollar Amount: \$900.00			
<input type="button" value="Submit"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/>			

The information must be verified by a separate employee. After the second employee signs onto NRRS, from the ADMIN Menu, CLICK "Verify Deposit". The Verify Schedule of Deposit Screen will be displayed. The radio button of the applicable schedule of deposit **must** be clicked and CLICK "Verify".

USDA United States Department of Agriculture		National Receipts & Receivables System	
Farm Service Agency		Home   About USDA   Help   Contact Us   Log Off	
<b>Verify Schedule of Deposit</b>			
Select Deposit to Verify			
Deposits that cannot be verified by the user:			
<b>Deposit Date</b>	<b>Deposit Number:</b>	<b>Type</b>	<b>Preparing Office Created By:</b>
No deposits have been found for this type and location.			
Deposits that can be verified by the user:			
<b>Select</b>	<b>Deposit Date</b>	<b>Deposit Number:</b>	<b>Type Preparing Office Created By:</b>
<input type="radio"/>	09/07/2009	0011	Check/Paper Check Conversion YUMA COUNTY FARM SERVICE AGENCY GRAEB, NANCY
<input checked="" type="radio"/>	09/11/2009	0013	LockBox YUMA COUNTY FARM SERVICE AGENCY GRAEB, NANCY
<input type="button" value="Verify"/> <input type="button" value="Cancel"/>			

## Notice FI-2924

### 6 Entering Manual CCC-257's in NRRS (Continued)

#### B Using NRRS "Lockbox" Option (Continued)

The Confirm Verify Schedule of Deposit Screen will be displayed. The employee shall verify the schedule of deposit and CLICK "Verify".

The screenshot shows the 'Confirm Verify Schedule of Deposit' screen. At the top, the USDA logo and 'United States Department of Agriculture' are on the left, and 'National Receipts & Receivables System' is on the right. Below this is the 'Farm Service Agency' header. A navigation bar contains links: Home, About USDA, Help, Contact Us, and Log Off. The main title 'Confirm Verify Schedule of Deposit' is in a bold black box. Below the title, the following information is displayed: Deposit Number: 0013, Location: YUMA COUNTY FARM SERVICE AGENCY, Preparing Office: YUMA COUNTY FARM SERVICE AGENCY, Deposit Type: LockBox, and Deposit Date: 09/11/2009. A 'Verify Deposit Amount' field shows '\$900.00'. Below this is a 'Remarks:' label and a large text area for notes. At the bottom are three buttons: 'Verify', 'Reset', and 'Cancel'.

The Verify Deposit Success Screen will be displayed.

The screenshot shows the 'Verify Deposit Success' screen. At the top, the USDA logo and 'United States Department of Agriculture' are on the left, and 'National Receipts & Receivables System' is on the right. Below this is the 'Farm Service Agency' header. A navigation bar contains links: Home, About USDA, Help, and Contact Us. On the left, it says 'Current Office: YUMA COUNTY FARM SERVICE AGENCY'. Below that are links for 'Receivables' and 'New Receivable'. The main title 'Verify Deposit Success' is in a large bold font. Below the title, it says 'The deposit was sucessfully verified.' (note the typo in the original image).

**6 Entering Manual CCC-257's in NRRS (Continued)**

**B Using NRRS "Lockbox" Option (Continued)**

Contact either of the following at FMD, FSC, RMO, COSG with the new schedule number once the manual CCC-257's are **verified** in NRRS:

- Rosalie Randall by either of the following:
  - e-mail to **rosalie.randall@kcc.usda.gov**
  - telephone at 816-926-5958
- Deborah King by either of the following:
  - e-mail to **deborah.king@kcc.usda.gov**
  - telephone at 816-823-1456.

**Note:** Include State/county code, schedule numbers, and total amount.