For: State and County Offices

NRRS Remittance, Receipt, and Schedule of Deposit Changes

Approved by: Associate Administrator for Operations and Management

Candace Thompson

1 Overview

A Background

NRRS has been modified to require a remittance record for each financial instrument; such as, check, wire, money order, etc. A remittance record can have multiple receipts. The remittance **must** be created first **before** the receipts can be applied, similar to cash functionality on legacy System 36. The remittance and receipts (or refunds) **must** be in balance **before** schedule of deposit can be prepared. One remittance can contain multiple types of receipts; for example, FSFL, FLP, and Farm Program.

B Purpose

This notice provides instructions on NRRS remittance, receipt, and schedule of deposit changes for:

- creating remittances and receipts
- adjusting remittances and receipts
- preparing refunds
- deleting remittances
- how to add remarks and view history
- how to print and view details
- preparing and verifying deposits
- dishonor remittances
- remittance and receipt corrections (activate, adjust, or deactivate).

Disposal Date	Distribution
August 1, 2014	State Offices; State Offices relay to County Offices

1   Overview (Continued)

C   Contacts

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

Issues	Contact
Software	Contact the National Help Desk at 800-255-2434 or 816-926-1552. **Note:** Select option: • "**1**" for problems with NRRS • "**2**" for password reset • "**3**" for hardware and other software.
Policy	Contact Veronica Richardson by either of the following: • e-mail at **veronica.richardson@wdc.usda.gov** • telephone at 202-772-6029.
Operational	Contact Robin Jones by either of the following: • e-mail at **robin.jones@kcc.usda.gov** • telephone at 816-926-1613.
	Contact Carrie Miller by either of the following: • e-mail at **carrie.miller@kcc.usda.gov** • telephone at 816-926-2853.
	Contact Stephen Yulich by either of the following: • e-mail at **stephen.yulich@kcc.usda.gov** • telephone at 816-926-6453.
FLP	Contact Tamara Wilson by either of the following: • e-mail at **tamara.wilson@wdc.usda.gov** • telephone at 202-690-4012.
FLP	Contact Lisa Randolph by either of the following: • e-mail at **lisa.randolph@stl.usda.gov** • telephone at 314-679-6851.

2   How to Create Remittances and Receipts

A   Accessing the Welcome to NRRS Homepage

To access the Welcome to NRRS Homepage:

- go to FSA's Intranet Homepage at **http://fsaintranet.sc.egov.usda.gov/fsa**

- under "Resources", CLICK "**FSA Applications**"

- scroll down and under "Financial Services", CLICK "**Financial Applications**"

- on the FSA Intranet Financial Applications Screen, CLICK "**National Receipts and Receivables System**" and the following Welcome to the NRRS Homepage will be displayed

- under "Remittances", CLICK "**Create Remittance**"

- the following Create Remittance Screen will be displayed.

2   How to Create Remittances and Receipts (Continued)

B   Creating a Remittance

In this example, create a remittance to record the financial instrument received from the remitter. The remitter is the individual who renders the financial instrument. The remittance recorded is Check Number 4657 for $10,000 received on November 26, 2013.

Step	Action
1	In "Remittance Amount" field, enter the total dollar amount of the instrument.
2	In "Effective Date" field, the effective date is the date the check was received.
3	In "Remitter Name" field, enter the customer's name that rendered the check.
4	In "Remittance Type" field, select 1 of the following from the drop-down list: • "Check" • "Cashiers Check" • "Money Order" • "Jointly Issued Check".
5	In "Check/Item Number" field, enter the check or item number.

2 How to Create Remittances and Receipts (Continued)

B Creating a Remittance (Continued)

Next, enter tax ID (example, 123456789) of the remitter and select the applicable tax ID type from the drop-down list. CLICK "**Search**". The following screen will display that the customer has been located in SCIMS.

Note: The remittance tax ID shall be a valid tax ID with an established Legacy Link in SCIMS for that county. The CCC tax ID should **only** be used if the customer's tax ID is **not** in SCIMS and **cannot** be added to SCIMS.

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Create Remittance

Remittance Amount: $ `10000.00` ⑦
Effective Date: (mm/dd/yyyy) `11/26/2013` ⑦
Remitter Name: `Remitter Name Here` ⑦
Remittance Type: `Check` ▾ ⑦
Check/Item Number: `4657` ⑦

Select Remittance Owner

Tax ID: `_____`
Tax ID Type: `S-SSN` ▾
[Search]

Acct Cust ID	Customer Name	Producer Source
⊙ `_____`	`_____`	SCIMS

[Submit] [Reset] [Cancel]

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Under "Acct Cust ID Customer Name and Producer Source", click applicable radio button and CLICK "**Submit**". The Remittance Creation Confirmation Screen will be displayed. CLICK "**Confirm**".

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Remittance Creation Confirmation

Remittance Amount: $10,000.00   Effective Date: 11/26/2013
Remitter Name: Remitter Name Here
Remittance Type: Check   Tax ID: `_____`
Check/Item Number: 4657   Tax ID Type: S

[Confirm] [Back] [Cancel]

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2   How to Create Remittances and Receipts (Continued)

B   Creating a Remittance (Continued)

The Remittance Details Screen will be displayed with a message that the remittance was successfully created for the customer.

Users can, for example, under "Remittances", CLICK "**Create Receipt**" to create a receipt for the $10,000 collection from the remitter.

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ⓘ ▸ Remittance was succesfully created.

Remittance Id: 4145068
Remittance Amount: $10,000.00
Remitter Name: Remitter Name Here
Remittance Type: Check
Check/Item Number: 4657
Tax ID: ***5957
Tax ID Type: S
Source System: NF

Effective Date: 11/26/2013
Remaining Amount: $10,000.00
Schedule Number: Not Deposited
Schedule Date:
Receiving Office: Crawford, KS
Dishonor Status: N
Remittance Status: Unscheduled

Receipts

ID	Collection Type	Amount

No Internal Receipt exists

External Receipts

ID	Source System	Amount

No External Receipt exists

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2   How to Create Remittances and Receipts (Continued)

C   Creating a Receipt

To create a receipt for the deposit, from the Welcome to the NRRS Homepage (subparagraph A), under "Remittances", CLICK "**Manage/Search Remittance**". After the Remittance Details Screen is displayed, under "Remittances", CLICK "**Create Receipt**". In this example, enter remittance ID "4145068". The Create New Receipt Screen will be displayed.

Enter the collection amount that **must** be less than or equal to the remittance amount. Select the applicable "Collection Type" from the drop-down list, enter the customer tax ID, and select the applicable tax ID type from the drop-down list. CLICK "**Search**".

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Create New Receipt

Remittance Id: 4145068	Effective Date: 11/26/2013
Remittance Amount: $10,000.00	Remaining Amount: $10,000.00
Remitter Name: Remitter Name Here	Schedule Number: Not Deposited
Remittance Type: Check	Schedule Date:
Check/Item Number: 4657	Receiving Office: Crawford, KS
Tax ID: ***5957	Dishonor Status: N
Tax ID Type: S	Remittance Status: Unscheduled
Source System: NF	

Enter Receipt Details

Collection Amount: $ [   ] ⑦

Collection Type: [Select Collection Type   ▼] ⑦

Tax ID: [   ]

Tax ID Type: [Select ID type... ▼]   **Search**

Acct Cust ID	Customer Name	Producer Source
	No customers found.	

Submit   **Reset**   **Cancel**

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2   How to Create Remittances and Receipts (Continued)

C   Creating a Receipt (Continued)

On the Enter Price Support Program Information Screen, enter program code, select applicable State/County from the drop-down list, enter applicable loan number, and CLICK "**Submit**".

Note: Screen prints are examples. Actual inputs will vary.

The Create New Receipt Screen will be displayed. CLICK "**Submit**". Under "Acct Cust ID Customer Name Producer Source", click applicable radio button and CLICK "**Submit**".

2   How to Create Remittances and Receipts (Continued)

C   Creating a Receipt (Continued)

The Confirm Receipt Creation Screen will be displayed. CLICK "**Confirm**".

2   How to Create Remittances and Receipts (Continued)

C   Creating a Receipt (Continued)

The Receipt Successfully Recorded Screen will be displayed. If the receipt has successfully recorded, CLICK "**Print Receipt**".

Note: This receipt displays the receipt and remittance ID numbers.

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Receipt Successfully Recorded

Receipt ID 4037012 was successfully created.

Remittance Information

Remittance Id: 4145068   Remittance Type: Check
Remittance Amount: $10,000.00   Check/Item Number: 4657
Effective Date: 11/26/2013   Source System: NF
Remitter Name: Remitter Name Here
Tax ID:
Tax ID Type: S

Receipt Details

Collection Amount: $10,000.00
Borrower ID:
Borrower ID Type: S
Collection Type: Price Support Farm Storage Facility Loans
Receipt Date Time: 11/26/2013 11:02

Receivable Balance Details

Recv ID	Orig St	Orig Cnty	DCIA Status	Receivable Due Date
3603018	20	037	Not Referred	11/26/2013

	Total	Fees	Interest	Principal
Current Balance	$10,000.00	$0.00	$0.00	$10,000.00
Monies Applied	$10,000.00	$0.00	$0.00	$10,000.00
Resulting Balance	$0.00	$0.00	$0.00	$0.00

Print Receipt

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3   How to Manage and Search Remittances

A   Adjusting Remittance

From the Welcome to the NRRS Homepage (subparagraph 2 A), under "Remittances", CLICK "**Manage/Search Remittance**". In the Manage/Search Remittances Screen, under "Unscheduled Remittances", click applicable "**Remittance Id**" link or use the search area.

Note: Unscheduled remittances are remittances **not** on a schedule of deposit yet. Active remittances are on a verified schedule of deposit.

CLICK "**Search**".

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Manage/Search Remittances

Unscheduled Remittances

Remittance Id:	Remitter Name:	Check/Item Number	Remittance Amount:	Receipt Amount	Remaining Amount:
4145068	Remitter Name Here	4657	$10000.00	$10000.00	$0.00

Active Remittances

Remittance Id:	Remitter Name:	Check/Item Number	Remittance Amount:	Receipt Amount	Remaining Amount:
4142068	Remitter Name Here	54317	$1373.52	$1373.52	$0.00
4058067	Samuel Penne	772622	$100.00	$100.00	$0.00

Search

Receipt ID: [   ]
Remittance Id: [   ]
Tax ID: [   ]
Tax ID Type: Select ID type... ▾
Check/Item Number: [   ]

Search   **Reset**

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3   How to Manage and Search Remittances (Continued)

A   Adjusting Remittance (Continued)

The Remittance Details Screen will be displayed. Under "Remittances", CLICK "**Adjust Remittance**". In this example, the user is adjusting remittance ID "4145068".

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Remittance Id: 4145068
Remittance Amount: $10,000.00
Remitter Name: Remitter Name Here
Remittance Type: Check
Check/Item Number: 4657
Tax ID: ***5957
Tax ID Type: S
Source System: NF

Effective Date: 11/26/2013
Remaining Amount: $0.00
Schedule Number: Not Deposited
Schedule Date:
Receiving Office: Crawford, KS
Dishonor Status: N
Remittance Status: Unscheduled

Receipts

ID	Collection Type	Amount
4037012	Price Support Farm Storage Facility Loans	$10,000.00

External Receipts

ID	Source System	Amount

No External Receipt exists

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3   How to Manage and Search Remittances (Continued)

A   Adjusting Remittance (Continued)

The Update Remittance Screen will be displayed. The following fields can be adjusted:

- "Remittance Amount"
- "Effective Date"
- "Remitter Name"
- "Remittance Type"
- "Check/Item Number"
- "Tax ID"
- "Tax ID Type".

CLICK "**Submit**" after changes are made.

3   How to Manage and Search Remittances (Continued)

A   Adjusting Remittance (Continued)

The Remittance Adjust Confirmation Screen will be displayed. CLICK "**Confirm**".

The Remittance Details Screen will be displayed.

3   How to Manage and Search Remittances (Continued)

B   Refund Overview

From the Welcome to the NRRS Homepage (subparagraph 2 A), under "Remittances", CLICK "**Manage/Search Remittance**". The Manage/Search Remittances Screen will be displayed. Under "Unscheduled Remittances", click applicable "**Remittance Id**" link that will have a refund. The Remittance Details Screen will be displayed (subparagraph A). Under "Remittances", CLICK "**Refund**". The Refund Remaining Remittance Amount Screen will be displayed.

In this example, the refund amount of $100 has been created. If there is an alternate payee, CLICK "**Yes**", otherwise CLICK "**No**". If a refund is due the customer, warehouse, and/or another lender, CLICK "**Yes**" in the "Alternate Payee" field. This sends a payable to Manual Handling in NPS for adding the additional payee to the payable. The user **must** enter remarks in the "Remarks" field. CLICK "**Confirm**".

For FLP Refunds: A refund receipt will be created for the remaining portion of the remittance. Under "Remittances", CLICK "**Refund**", for "Alternate Payee", CLICK "**Yes**". In "Remarks", enter the recipient's full name, correct address, and a brief description of why the refund is being issued.

Important: Screen print the page **before** proceeding, and then CLICK "**Confirm**". Provide a copy of this screen to the Farm Program staff for further processing of the alternate payee refund in NPS. Verify that the Remaining Amount is $0.00 and that the receipts for the farm loan and refund reflect the correct amounts. If all is correct, then the remittance is complete.

3   How to Manage and Search Remittances (Continued)

B   Refund Overview (Continued)

The Remittance Details Screen will be displayed. The message, "Refund was successfully created for the remittance.", will be displayed.

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ⓘ ‣ **Refund was successfully created for the remittance.**

Remittance Id: 4145068	Effective Date: 11/26/2013
Remittance Amount: $10,100.00	Remaining Amount: $0.00
Remitter Name: Remitter Name Here	Schedule Number: Not Deposited
Remittance Type: Check	Schedule Date:
Check/Item Number: 4657	Receiving Office: Crawford, KS
Tax ID: ***5957	Dishonor Status: N
Tax ID Type: S	Remittance Status: Unscheduled
Source System: NF	

Receipts

ID	Collection Type	Amount
4037012	Price Support Farm Storage Facility Loans	$10,000.00
4037013	Refund	$100.00

External Receipts

ID	Source System	Amount

No External Receipt exists

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3   How to Manage and Search Remittances (Continued)

C   Refunds More Than $9.99

If the remaining amount on the Manage/Search Remittances Screen should be refunded and is over $9.99, follow the screens in this subparagraph. The Remittance Details Screen will be displayed.

Notes: A Miscellaneous Income receipt shall **not** be created for FLP remittances. All funds associated with FLP remittances should be applied to the borrower's loan with a Farm Loan receipt or refunded to the borrower through the Alternate Payee process.

County Offices shall follow 8-LP, subparagraph 745 F for procedure on refunding excess money received from a buyer for a MAL repayment. The "Alternate Payee" option is to be used for refunding to the buyer.

Under "Remittances", CLICK "**Refund**".

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Remittance Id: 4152068
Remittance Amount: $2,000.00
Remitter Name: Remitter Name Here
Remittance Type: Check
Check/Item Number: 3134
Tax ID: ***5957
Tax ID Type: S
Source System: NF

Effective Date: 12/03/2013
Remaining Amount: $500.00
Schedule Number: Not Deposited
Schedule Date:
Receiving Office: Crawford, KS
Dishonor Status: N
Remittance Status: Unscheduled

Receipts

ID	Collection Type	Amount
4039013	Price Support Farm Storage Facility Loans	$1,500.00

External Receipts

ID	Source System	Amount

No External Receipt exists

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3   How to Manage and Search Remittances (Continued)

C   Refunds More Than $9.99 (Continued)

The Refund Remaining Remittance Amount Screen will be displayed.

Note: The refund will be created for the difference between the remittance and receipts. The refund will go to the remitter. If the refund should go to someone else, select "Yes" in the "Alternate Payee" field.

CLICK "**Confirm**".

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Refund Remaining Remittance Amount

Remittance Id: 4152068

Remittance Amount: $2,000.00

Remitter Name: Remitter Name Here

Remittance Type: Check

Check/Item Number: 3134

Tax ID: ***5957

Tax ID Type: S

Source System: NF

Effective Date: 12/03/2013

Remaining Amount: $500.00

Schedule Number: Not Deposited

Schedule Date:

Receiving Office: Crawford, KS

Dishonor Status: N

Remittance Status: Unscheduled

A refund for the remaining remittance amount of $500.00 will be created.

Alternate Payee?   ○ Yes   ● No

Remarks (limit 255 characters):

[Confirm] [Cancel]

3   How to Manage and Search Remittances (Continued)

C   Refunds More Than $9.99 (Continued)

The Remittance Details Screen will be displayed with the message, "Refund was successfully created for the remittance."

The schedule of deposit may now be prepared and verified, which will create the refund.

3   How to Manage and Search Remittances (Continued)

D   Refunds Less Than $10

Amounts under $10 are **not** refunded to the customer unless they request the refund. A Miscellaneous Income receipt shall be created for the small amount.

On the Welcome to the NRRS Homepage (subparagraph H), under "Remittances", CLICK "**Manage/Search Remittance**". The Manage/Search Remittances Screen will be displayed.

Under "Unscheduled Remittances", click applicable "**Remittance Id**" link.

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Manage/Search Remittances

Unscheduled Remittances

Remittance Id:	Remitter Name:	Check/Item Number	Remittance Amount:	Receipt Amount	Remaining Amount:
4152068	Remitter Name Here	3134	$2000.00	$1995.00	$5.00

Active Remittances

Remittance Id:	Remitter Name:	Check/Item Number	Remittance Amount:	Receipt Amount	Remaining Amount:

Search

Receipt ID: [   ]

Remittance Id: [   ]

Tax ID: [   ]

Tax ID Type: [Select ID type... ▾]

Check/Item Number: [   ]

[Search] [Reset]

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3   How to Manage and Search Remittances (Continued)

D   Refunds Less Than $10 (Continued)

The Remittance Details Screen will be displayed. Under "Remittances", CLICK "**Create Receipt**".

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Remittance Id: 4152068
Remittance Amount: $2,000.00
Remitter Name: Remitter Name Here
Remittance Type: Check
Check/Item Number: 3134
Tax ID: ***5957
Tax ID Type: S
Source System: NF

Effective Date: 12/03/2013
Remaining Amount: $5.00
Schedule Number: Not Deposited
Schedule Date:
Receiving Office: Crawford, KS
Dishonor Status: N
Remittance Status: Unscheduled

Receipts

ID	Collection Type	Amount
4039013	Price Support Farm Storage Facility Loans	$1,500.00
4039015	Price Support Farm Storage Facility Loans	$455.00
4039016	Price Support Farm Storage Facility Loans	$40.00

External Receipts

ID	Source System	Amount

No External Receipt exists

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3   How to Manage and Search Remittances (Continued)

D   Refunds Less Than $10 (Continued)

The Create New Receipt Screen will be displayed. Do the following:

- enter the collection amount (under $10) in the "Collection Amount" field
- select "Direct Sales" from the "Collection Type" drop-down list
- enter the tax ID for the remitter in the "Tax ID" field
- select the tax ID type for the remitter from the "Tax ID Type" drop-down list
- CLICK "**Search**".

3   How to Manage and Search Remittances (Continued)

D   Refunds Less Than $10 (Continued)

The customer information will be displayed in the Create New Receipt Screen. Under "Acct Cust ID Customer Name Producer Source", click applicable radio button and CLICK "**Submit**".

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Create New Receipt

Remittance Id: 4152068
Remittance Amount: $2,000.00
Remitter Name: Remitter Name Here
Remittance Type: Check
Check/Item Number: 3134
Tax ID: ***5957
Tax ID Type: S
Source System: NF

Effective Date: 12/03/2013
Remaining Amount: $5.00
Schedule Number: Not Deposited
Schedule Date:
Receiving Office: Crawford, KS
Dishonor Status: N
Remittance Status: Unscheduled

Enter Receipt Details

Collection Amount: $ 5.00 ⑦

Collection Type: Direct Sales ▾ ⑦

Tax ID:

Tax ID Type: S-SSN ▾   **Search**

Acct Cust ID	Customer Name	Producer Source
⊙		SCIMS

Submit   **Reset**   **Cancel**

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3   How to Manage and Search Remittances (Continued)

D   Refunds Less Than $10 (Continued)

The Enter Direct Sales Program Information Screen will be displayed.

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Enter Direct Sales Program Information

Program Code: Select Program Code ▾ ⊘

Select State / County: Select an Originating State/County ▾ ⊘

Submit   Back   Reset   Cancel

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From the:

- "Program Code" drop-down list, select "MISCINC"
- "Select State / County" drop-down list, select applicable State/county.

CLICK "**Submit**".

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Enter Direct Sales Program Information

Program Code: MISCINC ▾ ⊘

Select State / County: 20 KS - 037 Crawford ▾ ⊘

Submit   Back   Reset   Cancel

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3   How to Manage and Search Remittances (Continued)

D   Refunds Less Than $10 (Continued)

The Confirm Direct Sale Screen will be displayed. Review content and CLICK "**Confirm**"

3   How to Manage and Search Remittances (Continued)

D   Refunds Less Than $10 (Continued)

The Receipt Successfully Recorded Screen will be displayed. CLICK "**Print Receipt**" to print the receipt for records. Now that the remittance is in balance, the schedule of deposit can be prepared and verified.

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Receipt Successfully Recorded

Receipt ID 4039017 was successfully created.

Remittance Information

Remittance Id: 4152068	Remittance Type: Check
Remittance Amount: $2,000.00	Check/Item Number: 3134
Effective Date: 12/03/2013	Source System: NF
Remitter Name: Remitter Name Here	
Tax ID:	
Tax ID Type: S	

Receipt Details

Collection Amount: $5.00
Borrower ID:
Borrower ID Type: S
Collection Type: Direct Sales
Receipt Date Time: 12/03/2013 11:50

Receivable Balance Details

Recv ID	Orig St	Orig Cnty	DCIA Status	Receivable Due Date
3612022	20	037	Not Referred	12/03/2013

	Total	Fees	Interest	Principal
Current Balance	$5.00	$0.00	$0.00	$5.00
Monies Applied	$5.00	$0.00	$0.00	$5.00
Resulting Balance	$0.00	$0.00	$0.00	$0.00

Print Receipt

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3   How to Manage and Search Remittances (Continued)

E   Deleting a Remittance

From the Welcome to the NRRS Homepage (subparagraph 2 A), under "Remittances", CLICK "**Manage/Search Remittance**". The Manage/Search Remittances Screen will be displayed. Under "Unscheduled Remittances", click applicable "**Remittance Id**" link. The Remittance Details Screen will be displayed. Under "Remittances", CLICK "**Delete Remittance**". The Confirm Delete Remittance Screen will be displayed.

CLICK "**Submit**".

Note: County Offices can delete a remittance before the schedule of deposit is prepared.   A remittance **cannot** be deleted if there are receipts attached to that remittance.

3 How to Manage and Search Remittances (Continued)

E Deleting a Remittance (Continued)

The Remittance Details Screen will be displayed with the message, "Remittance has been successfully deleted."

3   How to Manage and Search Remittances (Continued)

F   Adding Remarks

From the Welcome to the NRRS Homepage (subparagraph 2 A), under "Remittances",
CLICK "**Manage/Search Remittance**". On the Manage/Search Remittances Screen, under
"Unscheduled Remittances", click applicable "**Remittance Id**" link to add remarks.

CLICK "**Search**".

3   How to Manage and Search Remittances (Continued)

F   Adding Remarks (Continued)

The Remittance Details Screen will be displayed. Under "Remittances", CLICK "**Add Remarks**".

The Add Remarks to Remittance Screen will be displayed. Add remarks and CLICK "**Submit**".

3   How to Manage and Search Remittances (Continued)

F   Adding Remarks (Continued)

The Confirm Remittance Remarks Adjustment Screen will be displayed. CLICK "**Submit**".

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Confirm Remittance Remarks Adjustment

Changed Fields

Changed Field	Old Value	New Value
Remarks		Customer made payment two weeks early.

Submit   Back   Cancel

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The Remittance Successfully Updated Screen will be displayed. CLICK "**Remittance ID**" **link.**

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Remittance Successfully Updated

Success. Remittance ID 4142068 was successfully updated.

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3   How to Manage and Search Remittances (Continued)

F   Adding Remarks (Continued)

The Remittance Details Screen will be displayed.

3   How to Manage and Search Remittances (Continued)

G   View History

From the Welcome to the NRRS Homepage (subparagraph 2 A), under "Remittances",
CLICK "**Manage/Search Remittance**". From the Manage/Search Remittances Screen,
search for the remittance to view the history. The remittance history can be viewed for all
receipts. To search for a remittance, under "Unscheduled Remittances" or "Active
Remittances", click applicable "**Remittance Id**" link. The remittance history can be viewed
for all receipts.

Alternatively, the user can select the "Search" option and will enter information in 1 of the
following fields:

- "Receipt ID"
- "Remittance Id"
- "Tax ID"
- "Tax ID Type" (select from the drop-down list)
- "Check/Item Number".

CLICK "**Search**".

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Manage/Search Remittances

Unscheduled Remittances

Remittance Id:	Remitter Name:	Check/Item Number	Remittance Amount:	Receipt Amount	Remaining Amount:
4145069	Remitter Name Here	8413	$3535.13	$0.00	$3535.13
4145068	Remitter Name Here	4657	$10100.00	$10100.00	$0.00

Active Remittances

Remittance Id:	Remitter Name:	Check/Item Number	Remittance Amount:	Receipt Amount	Remaining Amount:
4142068	Remitter Name Here	54317	$1373.52	$1373.52	$0.00
4058067		772622	$100.00	$100.00	$0.00

Search

Receipt ID: [   ]

Remittance Id: [   ]

Tax ID: [   ]

Tax ID Type: [Select ID type... ▼]

Check/Item Number: [   ]

[Search] [Reset]

3   How to Manage and Search Remittances (Continued)

G   View History (Continued)

The Remittance Details Screen will be displayed. Under "Remittances", CLICK "**View History**".

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Remittance Id: 4058067
Remittance Amount: $100.00
Remitter Name: [   ]
Remittance Type: Jointly Issued Check
Check/Item Number: 772622
Tax ID: [   ]
Tax ID Type: S
Source System: NF

Effective Date: 09/24/2013
Remaining Amount: $0.00
Schedule Number: 1034
Schedule Date: 09/27/2013
Receiving Office: Crawford, KS
Dishonor Status: N
Remittance Status: Active-Verified

Receipts

ID	Collection Type	Amount
4020013	Farm Loan	$5.00
4020016	Refund	$74.00
4021013	Price Support Farm Storage Facility Loans	$10.00
4021014	Price Support	$11.00

External Receipts

ID	Source System	Amount

No External Receipt exists

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3 How to Manage and Search Remittances (Continued)

G View History (Continued)

From the Welcome to the NRRS Home Page (subparagraph 2 A), under "Remittances", CLICK "**Manage/Search Remittance**". The Manage/Search Remittance Screen will be displayed. Users can select the "Search" option and will enter information in 1 of the following fields:

- "Receipt ID"
- "Remittance Id"
- "Tax ID"
- "Tax ID Type" (select from the drop-down list)
- "Check/Item Number".

CLICK "**Search**". The Manage/Search Remittances Screen will be displayed with the search results. Click the applicable "Remittance ID" link. The Remittance History Screen will be displayed. CLICK "**Remittance ID**" link.

3   How to Manage and Search Remittances (Continued)

H   Print/View Details

The Remittance Details Screen will be displayed. Under "Remittances", CLICK "**Print/View Details**".

The Print/View Details Screen will be displayed. CLICK "**Print**" to print the Print/View Details Screen.

4   Schedule of Deposits

A   How to Prepare Deposits

From the Welcome to the NRRS Homepage (subparagraph 2 A), under "Deposits", CLICK
"**Prepare Deposit**". The Prepare Schedule of Deposit Screen will be displayed. From the
"Remittance Type" drop-down list, select 1 of the following:

* "Check/OTC-Net"
* "Cash and Coin"
* "Centralized Cotton Redemption".

Notes: The "Manual schedule of deposit" option has been removed. All corrections shall be
made by activating the schedule of deposit and correcting the error. See
subparagraph 5 B for more details.

If the remittance has not yet been placed on a schedule of deposit, the user in the
owning office is allowed to change any attribute of a remittance, provided there are
no external receipts associated with the remittance. External receipts are a future
enhancement to NRRS.

CLICK "**Submit**".

4   Schedule of Deposits (Continued)

A   How to Prepare Deposits (Continued)

The Schedule of Deposit Details Screen will be displayed. In the "Total Deposit Amount" field, enter the total deposit amount. In this example, the deposit amount is $13,635.13. CLICK "**Submit**".

The Schedule of Deposit Success Screen will be displayed. CLICK "**Print CCC-257**".

4   Schedule of Deposits (Continued)

B   How to Verify Deposits

From the Welcome to the NRRS Homepage (subparagraph 2 A), under "Deposits", CLICK "**Verify Deposit**". The Verify Schedule of Deposit Screen will be displayed. CLICK "radio button" and CLICK "**Verify**".

The Confirm Verify Schedule of Deposit Screen will be displayed. In the "Verify Deposit Amount" field, enter the verify deposit amount and CLICK "**Verify**".

4   Schedule of Deposits (Continued)

B   How to Verify Deposits (Continued)

The Verify Deposit Success Screen will be displayed.

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Current Office: **CRAWFORD COUNTY FARM SERVICE AGENCY**

Verify Deposit Success

The deposit was successfully verified.

NRRS Menu
Welcome NRRS user. You have access to NRRS as a County level user.

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5   Remittance and Receipt Modification Process

A   How to Dishonor a Remittance

From the Welcome to the NRRS Homepage (subparagraph 2 A), under "Remittances", CLICK "**Manage/Search Remittance**". The Manage/Search Remittances Screen will be displayed. Enter 1 of the following:

- receipt ID
- remittance ID
- tax ID
- tax ID type (select from the drop-down list)
- check/item number.

In this example, remittance ID "4145068" is entered in the "Remittance Id" field. CLICK "**Search**". The Manage/Search Remittances will be redisplayed with search results. Under "Search Results", click applicable "**Remittance Id**" link.

5   Remittance and Receipt Modification Process (Continued)

A   How to Dishonor a Remittance (Continued)

The Remittance Details Screen will be displayed. Under "Remittances", CLICK "**Dishonor Remittance**".

The Confirm Dishonor Remittance Screen will be displayed. CLICK "**Submit**".

5   Remittance and Receipt Modification Process (Continued)

A   How to Dishonor a Remittance (Continued)

The Remittance Details Screen will be displayed with the message, "Remittance successfully dishonored."

5   Remittance and Receipt Modification Process (Continued)

B   How to Activate a Remittance

The "Manual Schedule of Deposit" option has been removed. All corrections shall be made by activating the schedule of deposit and correcting the error. If a receipt is on a verified schedule of deposit and needs to be corrected, the remittance **must** be activated. Activated means the remittance is available to make corrections.

After a remittance is on a verified schedule of deposit, the remittance **must** be activated and the following functions can be performed by County Office users:

- use the correct verified receipt functionality (subparagraph E)

- change the remittance type to "Check", "Cashiers Check", "Money Order", or "Jointly Issued Check" (subparagraph C).

County Offices shall contact the National Office through their State Office. Contact a National Office user if the employee needs the remittance amount adjusted or a receipt deleted. A National Office user is allowed to adjust a remittance amount after the remittance has been placed in "Active-Verified" status by the owning office.

From the Welcome to the NRRS Homepage (subparagraph 2 A), under "Remittances", CLICK "**Manage/Search Remittance**". The Manage/Search Remittance Screen will be displayed. Enter 1 of the following:

- receipt ID
- remittance ID
- tax ID
- tax ID type (select from the drop-down list)
- check/item number.

5   Remittance and Receipt Modification Process (Continued)

B   How to Activate a Remittance (Continued)

In this example, remittance ID "4145069" is entered in the "Remittance Id" field. CLICK
"**Search**". The Manage/Search Remittances Screen will be redisplayed with search results.
Click applicable "**Remittance Id**" link.

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Manage/Search Remittances

Unscheduled Remittances

Remittance Id:	Remitter Name:	Check/Item Number	Remittance Amount:	Receipt Amount	Remaining Amount:

Active Remittances

Remittance Id:	Remitter Name:	Check/Item Number	Remittance Amount:	Receipt Amount	Remaining Amount:

Search

Receipt ID: [   ]

Remittance Id: [4145069   ]

Tax ID: [   ]

Tax ID Type: [Select ID type... ▼]

Check/Item Number: [   ]

[Search] [Reset]

Search Results

Remittance Id:	Remitter Name:	Check/Item Number	Remittance Amount:	Receipt Amount	Remaining Amount:	Remittance Status
4145069	Remitter Name Here	8413	3535.13	3535.13	0.00	Verified

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5   Remittance and Receipt Modification Process (Continued)

B   How to Activate a Remittance (Continued)

The Remittance Details Screen will be displayed. Under "Remittances", CLICK "**Activate**".

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Remittance Details

Remittance Id: 4145069
Remittance Amount: $3,535.13
Remitter Name: Remitter Name Here
Remittance Type: Check
Check/Item Number: 8413
Tax ID: ***5957
Tax ID Type: S
Source System: NF

Effective Date: 11/26/2013
Remaining Amount: $0.00
Schedule Number: 1044
Schedule Date: 12/02/2013
Receiving Office: Crawford, KS
Dishonor Status: N
Remittance Status: Verified

Receipts

ID	Collection Type	Amount
4039011	Price Support Farm Storage Facility Loans	$3,535.13

External Receipts

ID	Source System	Amount

No External Receipt exists

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5   Remittance and Receipt Modification Process (Continued)

B   How to Activate a Remittance (Continued)

The message, "Remittance has been activated.", will be displayed.

The following items can be performed after the remittance has been activated:

- create receipt
- adjust remittance
- deactivate
- add remarks
- view history
- print/view details.

Under "Remittances", CLICK "**Adjust Remittance**".

5   Remittance and Receipt Modification Process (Continued)

C   Adjust Remittance

The Update Remittance Screen will be displayed. The "Remittance Type" field can be changed.   To change the "Remittance Type" field, from the following select the appropriate remittance type from the drop-down list and CLICK "**Submit**":

- "Check"
- "Cashiers Check"
- "Money Order"
- "Jointly Issued Check".

5   Remittance and Receipt Modification Process (Continued)

C   Adjust Remittance (Continued)

The Remittance Adjust Confirmation Screen will be displayed. In this example, the "Remittance Type" field has been changed from "Check" to "Cashiers Check". CLICK "**Confirm**".

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Remittance Adjust Confirmation

Remittance Amount: $3,535.13   Effective Date: 11/26/2013
Remitter Name: Remitter Name Here
Remittance Type: Cashiers Check   Tax ID: [   ]
Check/Item Number: 8413   Tax ID Type: S

[Confirm] [Back] [Cancel]

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The Remittance Details Screen will be displayed with the message, "Remittance was successfully updated."

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Remittance Details

(i) • Remittance was succesfully updated.

Remittance Id: 4145069   Effective Date: 11/26/2013
Remittance Amount: $3,535.13   Remaining Amount: $0.00
Remitter Name: Remitter Name Here   Schedule Number: 1044
Remittance Type: Cashiers Check   Schedule Date: 12/02/2013
Check/Item Number: 8413   Receiving Office: Crawford, KS
Tax ID: ***5957   Dishonor Status: N
Tax ID Type: S   Remittance Status: Active-Verified
Source System: NF

Receipts

ID	Collection Type	Amount
4039011	Price Support Farm Storage Facility Loans	$3,535.13

External Receipts

ID	Source System	Amount

No External Receipt exists

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5   Remittance and Receipt Modification Process (Continued)

D   How to Deactivate a Remittance

After all required remittance changes have been made, under "Remittances", CLICK "**Deactivate**".

The message, "Remittance has been deactivated.", will be displayed.

5   Remittance and Receipt Modification Process (Continued)

E   How to Correct a Receipt

From the Manage/Search Remittances Screen, the user can enter required fields as shown in subparagraph B. In this example, "4039012" is entered in the "Receipt ID" field. CLICK "**Search**".

5   Remittance and Receipt Modification Process (Continued)

   E   How to Correct a Receipt (Continued)

   The Manage/Search Remittances Screen will be redisplayed with search results. Under
   "Search Results", click applicable "**Remittance Id**" link.

5   Remittance and Receipt Modification Process (Continued)

E   How to Correct a Receipt (Continued)

The Remittance Details Screen will be displayed. Under "Remittances", CLICK "**Activate**".

The message, "Remittance has been activated.", will be displayed. CLICK "**Receipts ID**" link.

5   Remittance and Receipt Modification Process (Continued)

F   Correct Verified Receipt

The Receipt Details Screen will be displayed. Under "Receipts", CLICK "**Correct Verified Receipt**".

Note: "Manual Schedule of Deposit" is no longer an option.

5   Remittance and Receipt Modification Process (Continued)

F   Correct Verified Receipt (Continued)

The Correct Verified Receipt Screen will be displayed with current information. The "Collection Type", "Tax ID", and "Tax ID Type" fields can be modified.

Note: Remarks are **required**.

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Correct Verified Receipt

Remittance Id: 4152067	Effective Date: 12/02/2013
Remittance Amount: $100.00	Remaining Amount: $0.00
Remitter Name: Remitter Name Here	Schedule Number: 1045
Remittance Type: Check	Schedule Date: 12/02/2013
Check/Item Number: 45674	Receiving Office: Crawford, KS
Tax ID:	Dishonor Status: N
Tax ID Type: S	Remittance Status: Active-Verified
Source System: NF	

Enter Receipt Details

Collection Amount: $ 100.00

Collection Type: Price Support Farm Storage Facility Loans ▾

Tax ID: _____

Tax ID Type: Select ID type... ▾   **Search**

Acct Cust ID	Customer Name	Producer Source
⦿		SCIMS

Remarks (limit 255 characters):

Submit   **Reset**   **Cancel**

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5   Remittance and Receipt Modification Process (Continued)

F   Correct Verified Receipt (Continued)

In this example, the "Collection Type" field changed from "Price Support Farm Storage Facility Loans" to "Direct Sales". Remarks are **required**. After all required changes are made, CLICK "**Submit**".

The Correct Verified Receipt Screen will be redisplayed with the corrected changes. CLICK "**Submit**".

5   Remittance and Receipt Modification Process (Continued)

F   Correct Verified Receipt (Continued)

The Enter Direct Sales Program Information Screen will be displayed. Select the program code and the appropriate State/County from the drop-down lists. CLICK "**Submit**".

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Enter Direct Sales Program Information

Program Code: Select Program Code ▾ ⑦
Select State / County: 20 KS - 037 Crawford ▾ ⑦
Submit   Back   Reset   Cancel

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The Enter Direct Sales Program Information Screen will be redisplayed for confirmation. CLICK "**Submit**".

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Enter Direct Sales Program Information

Program Code: 12FSFLFEES ▾ ⑦
Select State / County: 20 KS - 037 Crawford ▾ ⑦
Submit   Back   Reset   Cancel

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5   Remittance and Receipt Modification Process (Continued)

F   Correct Verified Receipt (Continued)

The Confirm Direct Sale Screen will be displayed. CLICK "**Confirm**".

The Verified Receipt Successfully Corrected Screen will be displayed. CLICK "**Print Receipt**" to print the receipt for records.

5   Remittance and Receipt Modification Process (Continued)

F   Correct Verified Receipt (Continued)

The following is an example of a printed receipt.

Print

Receipt ID 4039012 was successfully created.

Remittance Information

Remittance Id: 4152067   Remittance Type: Check
Remittance Amount: $100.00   Check/Item Number: 45674
Effective Date: 12/02/2013   Source System: NF
Remitter Name: Remitter Name Here
Tax ID: *****5957
Tax ID Type: S

Receipt Details

Collection Amount: $100.00
Borrower ID: *****5957
Borrower ID Type: S
Collection Type: Direct Sales
Receipt Date Time: 12/03/2013 10:05

Receivable Balance Details

.

If this check is dishonored, there may be a $25 dishonored check fee applicable. Also, late payment interest will accrue on overdue amounts. The late payment interest will be applied on a daily basis. In case of partial payment of overdue amounts, the amount received will be applied first to the accrued late payment interest and then to the overdue amount. The late payment interest will be expressed as a rate of interest that is charged on delinquent debts, in accordance with 7 CFR Part 1403.

5   Remittance and Receipt Modification Process (Continued)

G   Deactivate Remittance

When the Welcome to the NRRS Homepage is accessed, the following message warning will be displayed that a remittance is in "Active-Verified" status and **must** be deactivated or the change will **not** be effective.

> (i) ▸ **No remittances have been received in the previous business day that have not been added to a schedule of deposit.**
> ▸ **There is One remittance that is in the 'Active-Verified' status.**

The active remittances will display on the Manage/Search Remittances Screen. These remittances **must** be closed for the changes to be updated. Under "Active Remittances", click "**Remittance Id**" link or search by 1 of the following fields:

- "Receipt ID"
- "Remittance Id"
- "Tax ID"
- "Tax ID Type"
- "Check/Item Number".

CLICK "**Search**".

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Manage/Search Remittances

Unscheduled Remittances

Remittance Id:	Remitter Name:	Check/Item Number	Remittance Amount:	Receipt Amount	Remaining Amount:

Active Remittances

Remittance Id:	Remitter Name:	Check/Item Number	Remittance Amount:	Receipt Amount	Remaining Amount:
4152067	Remitter Name Here	45674	$100.00	$100.00	$0.00

Search

Receipt ID: [_____]
Remittance Id: [4152067]
Tax ID: [_____]
Tax ID Type: [Select ID type... ▼]
Check/Item Number: [_____]

[Search] [Reset]

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5   Remittance and Receipt Modification Process (Continued)

G   Deactivate Remittance (Continued)

The Remittance Details Screen will be displayed. Under "Remittances", CLICK "**Deactivate**".

The message, "Remittance has been deactivated.", will be displayed. No further action is needed and the changes to the remittance have been completed.

5   Remittance and Receipt Modification Process (Continued)

H   Receipt Amount Is More Than the Remittance Amount

If the receipt amount is greater than the remittance amount, the message, "The amount of this remittance does not currently cover all related receipt amounts. The remittance amount must balance before the remittance can be deposited.", will be displayed on the Remittance Details Screen.

Verify the remittance amount from the check. If the remittance amount is incorrect, then correct the amount. If the remittance amount is correct, adjust the receipt. The schedule of deposits **cannot** be prepared unless the remittance and receipts are in balance.

5 Remittance and Receipt Modification Process (Continued)

H Receipt Amount Is More Than the Remittance Amount (Continued)

The message, "One or more remittances do not balance with their receipt(s). Please correct these remittances and prepare the schedule of deposit again.", will be displayed. The remaining amount is negative ($500). This remittance must be correct to close the schedule. CLICK "**Cancel**" if the remittance amount is correct.

The Welcome to the NRRS Homepage will be displayed. Under "Remittances", CLICK "**Manage/Search Remittance**".

5   Remittance and Receipt Modification Process (Continued)

H   Receipt Amount Is More Than the Remittance Amount (Continued)

The Manage/Search Remittances Screen will be displayed. Under "Unscheduled Remittances", click applicable "**Remittance Id**" link.

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Manage/Search Remittances

Unscheduled Remittances

Remittance Id:	Remitter Name:	Check/Item Number	Remittance Amount:	Receipt Amount	Remaining Amount:
4152068	Remitter Name Here	3134	$1000.00	$1500.00	$-500.00

Active Remittances

Remittance Id:	Remitter Name:	Check/Item Number	Remittance Amount:	Receipt Amount	Remaining Amount:

Search

Receipt ID: [   ]
Remittance Id: [   ]
Tax ID: [   ]
Tax ID Type: [Select ID type... ▼]
Check/Item Number: [   ]

[Search] [Reset]

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5   Remittance and Receipt Modification Process (Continued)

H   Receipt Amount Is More Than the Remittance Amount (Continued)

The Remittance Details Screen will be displayed. Under "Remittances", CLICK "**Adjust Remittance**" to correct the remittance amount.

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⚠ • **The amount of this remittance does not currently cover all related receipt amounts. The remittance amount must balance before the remittance can be deposited.**

Remittance Id: 4152068
Remittance Amount: $1,000.00
Remitter Name: Remitter Name Here
Remittance Type: Check
Check/Item Number: 3134
Tax ID: ***5957
Tax ID Type: S
Source System: NF

Effective Date: 12/03/2013
Remaining Amount: ($500.00)
Schedule Number: Not Deposited
Schedule Date:
Receiving Office: Crawford, KS
Dishonor Status: N
Remittance Status: Unscheduled

Receipts

ID	Collection Type	Amount
4039013	Price Support Farm Storage Facility Loans	$1,500.00

External Receipts

ID	Source System	Amount

No External Receipt exists

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5   Remittance and Receipt Modification Process (Continued)

H   Receipt Amount Is More Than the Remittance Amount (Continued)

The Update Remittance Screen will be displayed. Correct the remittance amount and CLICK "**Submit**".

Notes: If the remittance is **not** on a schedule of deposit, any field can be updated on the remittance.

With NRRS, any repayment to FSA can be deposited at any location. If the repayment needs to be applied to a program on System 36, the receiving office shall call the loan originating office to record the repayment. Then the repayment **must** be entered in NRRS under the office who received the collection.

5   Remittance and Receipt Modification Process (Continued)

H   Receipt Amount Is More Than the Remittance Amount (Continued)

In this example, the remittance amount has been changed from "1000.00" to "1500.00". CLICK "**Submit**".

5   Remittance and Receipt Modification Process (Continued)

H   Receipt Amount Is More Than the Remittance Amount (Continued)

The Remittance Adjust Confirmation Screen will be displayed. CLICK "**Confirm**".

The Remittance Details Screen will be displayed. The message, "Remittance was successfully updated.", will be displayed.

5   Remittance and Receipt Modification Process (Continued)

H   Receipt Amount Is More Than the Remittance Amount (Continued)

Now that the remittance has been corrected and is in balance with the receipt amount, the schedule of deposit can be prepared.

Note: The error message is no longer displayed and the schedule of deposit can be prepared.

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Schedule of Deposit Details

Deposit Type: Check/OTC-Net
Location: CRAWFORD COUNTY FARM SERVICE AGENCY

Existing Remittances

Remittance Id	Effective Date	Remitter Name	Type	Source System
4152068	12/03/2013	Remitter Name Here	Check	NF

Total Number of Remittances: 1
Total Number of Receipts: 1
Total Deposit Amount :

Submit   Back   Cancel

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5   Remittance and Receipt Modification Process (Continued)

I   Receipt Amount Is Less Than Remittance Amount

From the Welcome to the NRRS Homepage (subparagraph H), under "Remittances", CLICK "**Manage/Search Remittance**". The "Remaining Amount" under "Unscheduled Remittances" is the amount still requiring another receipt or refund to be created.

Note: If the remittance and receipts are not in balance when the schedule of deposit is being prepared, the message, "One or more remittances do not balance with their receipt(s). Please correct these remittances and prepare the schedule of deposit again.", will be displayed.

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Manage/Search Remittances

Unscheduled Remittances

Remittance Id:	Remitter Name:	Check/Item Number	Remittance Amount:	Receipt Amount	Remaining Amount:
4152068	Remitter Name Here	3134	$2000.00	$1500.00	$500.00

Active Remittances

Remittance Id:	Remitter Name:	Check/Item Number	Remittance Amount:	Receipt Amount	Remaining Amount:

Search

Receipt ID: [   ]

Remittance Id: [   ]

Tax ID: [   ]

Tax ID Type: Select ID type... ▾

Check/Item Number: [   ]

[**Search**] [**Reset**]

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