UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington DC 20250

For: State and County Offices

NRRS Collections for the Margin Protection Program for Dairy Producers (MPP-Dairy) for Administrative Fees and Additional Premiums

Approved by: Associate Administrator for Operations and Management

1   **Overview**

   A **Background**

   The Agricultural Act of 2014 established MPP-Dairy that replaced MILC.

   MPP-Dairy participants are subject to following:

   - an annual $100 administrative fee to register to participate in MPP-Dairy, that shall be paid through the duration of MPP-Dairy, that covers administrative costs incurred to carryout MPP-Dairy

   - the option to purchase a higher level of coverage by paying an additional premium.

   Administrative fees and additional premiums for 2014 and 2015 will be collected manually.

   On August 28, 2014, MPP-Dairy manual collection codes will be available in NRRS for administrative fee and additional premium collections for the 2014 and 2015 program years.

   B **Purpose**

   This notice provides instructions for creating remittances and recording receipts for MPP-Dairy administrative fees and additional premiums.

Disposal Date	Distribution
February 1, 2015	State Offices; State Offices relay to County Offices

1   Overview (Continued)

C   Contacts

The following table provides contacts if there are questions about this notice.

Issue	Contact
Software-related problems	National Help Desk at 800-255-2434 or 816-926-1552. **Note:** Select option 3 for hardware and application software.
Policy for NRRS	Veronica Richardson by either of the following: • e-mail to **veronica.richardson@wdc.usda.gov** • telephone at 202-772-6029.
Procedures for NRRS	Stephen Yulich by either of the following: • e-mail to **stephen.yulich@kcc.usda.gov** • telephone at 816-926-6453.

2   NRRS Login

A   Logging into NRRS

To login to NRRS, do the following:

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

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

- under "**Applications Directory**", click "**G-O**" link

- scroll down and CLICK "**National Receipts and Receivables System**"

- a "Security Alert" dialog box may be displayed, CLICK "**OK**"

- eAuthentication Warning Screen will be displayed, CLICK "**I Agree**"

- eAuthentication Login Screen will be displayed, enter valid eAuthentication user ID and password and CLICK "**Login**" or CLICK "**Login with my LincPass**" to login with Lincpass Certificate.

2 NRRS Login (Continued)

B Welcome to the NRRS Homepage

The following is an example of the Welcome to the NRRS Homepage that will be displayed.

3   Remittances

A   Create Remittance Screen

To create a remittance, from the Welcome to the NRRS Homepage, under "NRRS Menu" "Remittances", CLICK "**Create Remittance**". The following is an example of the Create Remittance Screen that will be displayed. Do the following:

- enter "Remittance Amount"

- enter "Effective Date"

- enter "Remitter Name"

- select "Remittance Type"

- enter Check/Item Number

- under "Select Remittance Owner" section, do the following to locate the remitter in SCIMS:

  - enter "Tax ID" of the remitter
  - from the "Tax ID Type" drop-down list, select the applicable tax ID type

- CLICK "**Search**".

3   Remittances (Continued)

A   Create Remittance Screen (Continued)

The Create Remittance Screen will be redisplayed with the customer information displayed in the lower portion. CLICK "**Radio Button**" to select the applicable "Acct Cust ID".

CLICK "**Submit**" to accept remittance customer information.

Note: Users can click "Reset" to clear remittance fields or "Cancel" to return to the Welcome to the NRRS Homepage.

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Create Remittance

Remittance Amount: $ `100.00` ⑦
Effective Date: (mm/dd/yyyy) `08/21/2014` ⑦
Remitter Name: `John Doe` ⑦
Remittance Type: `Check` ▼ ⑦
Check/Item Number: `111` ⑦

Select Remittance Owner

Tax ID: `111111111`
Tax ID Type: `S-SSN` ▼
[Search]

	Acct Cust ID	Customer Name	Producer Source
⦿	9494187	John Doe	SCIMS

[Submit] [Reset] [Cancel]

3   Remittances (Continued)

B   Remittance Creation Confirmation Screen

The following is an example of the Remittance Creation Screen that will be displayed for review. CLICK "**Confirm**" to accept remittance confirmation.

Note: Users can click "Back" to return to the Create Remittance Screen to edit information or "Cancel" to return to the Welcome to the NRRS Homepage.

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Remittance Creation Confirmation

Remittance Amount: $100.00   Effective Date: 08/21/2014
Remitter Name: John Doe
Remittance Type: Check   Tax ID: 111111111
Check/Item Number: 111   Tax ID Type: S

[Confirm] [Back] [Cancel]

NRRS-Web-8.0.16

3   Remittances (Continued)

C   Remittance Details Screen

The following is an example of the Remittance Details Screen that will be displayed with the informational message, "Remittance was successfully created." After the remittance ID has been established, users shall record the receipt (paragraph 4).

4 Recording Receipts

A Manage/Search Remittances Screen

To record a new receipt, do the following:

- from the Welcome to the NRRS Homepage, CLICK "**Record New Receipt**" and the following Manage/Search Remittances Screen will be displayed

- under the "Remittance Id" column, click applicable link.

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Manage/Search Remittances

Unscheduled Remittances

Remittance Id:	Remitter Name:	Check/Item Number	Remittance Amount:	Remittance Type	Remaining Amount:
6327023	John Doe	111	$100.00	Check	$100.00
6099024	Dome Chartering & Trading Corp.	4445896	$2799.69	Check	$-323.78
6099023	Dome Chartering & Trading Corp.	356987	$323.78	Check	$0.00
6096024	Dome Chartering & Trading Corp.	235689	$161.89	Check	$0.00
5986023	Smith	1285474	$200.00	Wire Transfer	$200.00
5757023	Foreign Person	7090226-001	$1000.00	Check	$1000.00
5292003	CLEAN SOLUTION ENVIRONMENTAL, LLC	63663774743	$150.00	Cashiers Check	$0.00
5292002	CLEAN SOLUTION ENVIRONMENTAL, LLC	69366112802	$1000.00	Cashiers Check	$0.00
2247020	JWebUnit Test	MO-456	$100.00	Money Order	$0.00
2248009	JWebUnit Test	123-1	$100.00	Check	$0.00
2247004	JWebUnit Test	MO-123	$500.00	Money Order	$0.00
2248005	JWebUnit Test	123-1	$100.00	Check	$0.00

Active Remittances

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

Search

Receipt ID: [   ]

Remittance Id: [   ]

Tax ID: [   ]

Tax ID Type: [Select ID type... ▼]

Check/Item Number: [   ]

[Search] [Reset]

4   Recording Receipts (Continued)

B   Remittance Details Screen

The following is an example of the Remittance Details Screen that will be displayed. Under "Remittances", CLICK "**Create Receipt**".

4   Recording Receipts (Continued)

C   Create New Screen

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

- enter "Collection Amount"
- from the "Collection Type" drop-down list, select "**Direct Sales**"
- enter "Tax ID"
- select "Tax ID Type"
- CLICK "**Search**".

The following is an example of the Create New Receipt Screen that will be redisplayed with the customer information displayed in the lower portion. CLICK "**Radio Button**" to select the applicable "Acct Cust ID".

CLICK "**Submit**" to accept remittance customer information.

Note: Users can click "Reset" to clear receipt fields or "Cancel" to return to the Welcome to the NRRS Homepage.

4   Recording Receipts (Continued)

D   Enter Direct Sales Program Information Screen

The following is an example of the Enter Direct Sales Program Information Screen that will be displayed. Do the following:

- select applicable "Program Code" from the following table
- select State/county code from the drop-down list
- CLICK "**Submit**".

This table provides programs codes for recording receipts in NRRS as "Direct Sales" for MPP-Dairy administrative fee and additional premium collections for 2014 and 2015.

Program	Code
MPP-Dairy Administrative Fee for 2014	14MPPDADMFEE
MPP-Dairy Administrative Fee for 2015	15MPPDADMFEE
MPP-Dairy Premium Collection for 2014	14MPPDPREMFEE
MPP-Dairy Premium Collection for 2015	15MPPDPREMFEE

4   Recording Receipts (Continued)

E   Confirm Receipt Creation Screen

The following is an example of the Confirm Receipt Creation Screen that will be displayed. Verify receipt details and CLICK "**Confirm**".

Note: Users can click "Back" to return to the Enter Direct Sales Program Information Screen to edit information or "Cancel" to return to the Welcome to the NRRS Homepage.

4   Recording Receipts (Continued)

F   Receipt Successfully Recorded Screen

The following is an example of the Receipt Successfully Recorded Screen that will be displayed with the message, "Receipt ID XXXXXXX was successfully created." CLICK "**Print Receipt**".

Note: The receipt ID will be entered into the MPP-Dairy application when the software becomes available. Instructions will be provided in a forthcoming MPP notice.

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Receipt Successfully Recorded
Receipt ID 6337002 was successfully created.

Remittance Information
Remittance Id: 6327023   Remittance Type: Check
Remittance Amount: $100.00   Check/Item Number: 111
Effective Date: 08/21/2014   Source System: NF
Remitter Name: John Doe
Tax ID:
Tax ID Type: S

Receipt Details
Collection Amount: $100.00
Borrower ID: ·
Borrower ID Type: S
Collection Type: Direct Sales
Receipt Date Time: 08/21/2014 03:52

Receivable Balance Details

Recv ID	Orig St	Orig Cnty	DCIA Status	Receivable Due Date
3862002	90	009	Not Referred	08/21/2014

	Total	Fees	Interest	Principal
Current Balance	$100.00	$0.00	$0.00	$100.00
Monies Applied	$100.00	$0.00	$0.00	$100.00
Resulting Balance	$0.00	$0.00	$0.00	$0.00

Print Receipt