

For: State and County Offices

NRRS External Collections

Approved by: Associate Administrator for Operations and Management



1 Overview

A Background

Certain program applications (such as DLS and NAP) interface collection activity to NRRS. NRRS will automatically create the remittance and receipt for these programs. Users will be required to login to NRRS to prepare schedule, manage (scan) checks, and verify schedules as described in 64-FI, paragraphs 56 through 58.

B Purpose

This notice provides instructions for NRRS external receipt functionality (created from an external program like DLS or NAP), managing a remittance with external and internal NRRS receipts, and corrections. The instructions include:

- viewing external receipts
- viewing remittances with internal and external receipts
- correcting external receipts:
 - before preparation of schedule
 - after preparation of schedule and before verification of schedule
 - after schedule verification
- correcting external receipts with partial refunds.

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

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1 Overview (Continued)

C Contact

For State Offices with questions about this notice, contact Rhonda Anthony, FMD, Receivable Management Office by either of the following 2 points of contact:

- e-mail to:
 - rhonda.anthony@kcc.usda.gov
 - NRRS-Production@kcc.usda.gov
- telephone at 816-926-6330.

For policy questions on NRRS items, contact Thom Harris by either of the following:

- e-mail to tom.harris@wdc.usda.gov
- telephone at 202-772-6014.

2 Procedure

A Viewing an External Receipt

To locate an external receipt interfaced from the program application, on the NRRS Menu, CLICK “Search” link under “Receipts”. The following Search for a Receipt Screen will be displayed. Select “**External Receipt**” in the “**Collection Type**” field. Enter the tax ID number and select the tax ID type, or enter the check/item number and CLICK “**Search**”.

The screenshot shows the USDA National Receipts & Receivables System interface. The top navigation bar includes links for Home, About USDA, About NRRS, Help, Contact Us, Exit NRRS, and Logout of eAuth. The current office is identified as WASHINGTON COUNTY ESA OFFICE. The main content area is titled "Search for a Receipt" and features a "Search By Receipt" section with the following fields: Collection Type (set to External Receipt), Receipt ID, Tax ID, Tax ID Type (set to Select ID type...), DUNS Number, and Check/Item Number. Search, Reset, and Cancel buttons are located below the input fields. A left-hand menu contains sections for NRRS Menu, Receivables, Remittances, Receipts, Deposits, Reports, and Go To.

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2 Procedure (Continued)

A Viewing an External Receipt (Continued)

The following Receipt Search Results Screen will be displayed. User may CLICK “Select” on the applicable receipt to view the receipt details.

The screenshot shows the 'National Receipts & Receivables System' interface. At the top left is the USDA logo and 'United States Department of Agriculture Farm Service Agency'. At the top right is the system name. A navigation bar includes links for Home, About USDA, About NRRS, Help, Contact Us, Exit NRRS, and Logout of eAuth. The main heading is 'Receipt Search Results' in a blue box. Below it is a section for 'External Receipts' with a table:

	Receipt ID	Effective Date	Collection Amount	Create Date
Select	119032	02/04/2015	\$24,755.35	02/04/2015

Below the table is the version number 'NRRS-Web-8.1.12' and a footer with various utility links like Site Map, FOIA, Accessibility Statement, Privacy, Non-Discrimination, Information Quality, Policies and Links, FirstGov, and White House.

The following is an example of the External Receipt Details Screen. This screen provides the breakdown of the collection amount as well as the remittance information. The following example is for a Farm Storage Facility Loan receipt.

Note: The user may print this screen for the customer. On the menu bar for Internet Explorer, CLICK “File”, “Print Preview”, and “Printer Icon” (first icon on the left). There is a future enhancement to incorporate the dishonored check verbiage to this screen.

The screenshot shows the 'External Receipt Details' screen. It features the same header and navigation as the search results screen. The main content is divided into three sections:

- Remittance Information:** Includes Remittance Id: 6154158, Remittance Amount: \$24,755.35, Remitter Name, Remittance Type: Check, Check/Item Number: 6238, Tax ID: ***, Tax ID Type: E, Source System: OY, Effective Date: 02/04/2015, Remaining Amount: \$0.00, Schedule Number: 1791, Schedule Date: 02/04/2015, Receiving Office: Saline, MO, Dishonor Status: N, and Remittance Status: Verified.
- Receipt Information:** Includes Receipt ID: 119032, Transaction Request ID: 291950900013001, Transaction Req Src Code: OY, State / County: 29 / 195, Customer Name, Tax ID, Tax ID Type: E, Status: Active, Program: 09FSFL, and Reference: Loan Number - 00013.
- Collection Amount \$24,755.35 - Breakdown:** A table showing Principal: \$19,844.99 and Interest: \$4,910.36.

At the bottom, it shows the version number 'NRRS-Web-8.1.12' and the same footer links as the search results screen.

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2 Procedure (Continued)

B Viewing Remittances With Internal and External Receipts

Remittances may contain an internal and external receipt and may cover multiple receipts. Following is an example of a remittance with an internal (receipt recorded directly into NRRS) and an external receipt. A search was performed from the Manage/Search Remittance option on the NRRS main menu.

Note: The remittances in “**Unscheduled**” status and “**Active**” status are listed in ascending order on the Manage/Search Remittances Screen.

The “**Search**” feature is used to locate a “Prepared” or “Verified” remittance that is not displayed on the Manage/Search Remittance Screen. See the following example.

Search

Receipt ID:

Remittance Id:

DUNS Number:

Tax ID:

Tax ID Type:

Check/Item Number:

Search Results

Remittance Id:	Remitter Name:	Check/Item Number	Remittance Amount:	Remittance Type	Remaining Amount:	Remittance Status
6765975	Smith R	1001	200.00	Cashiers Check	0.00	Verified

Note: CLICK “**Remittance Id**” and the Remittance Details Screen will be displayed.

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2 Procedure (Continued)

B Viewing Remittances With Internal and External Receipts (Continued)

Following is an example of the Remittance Details Screen.

USDA United States Department of Agriculture
Farm Service Agency

National Receipts & Receivables System

[Home](#) | [About USDA](#) | [About NRRS](#) | [Help](#) | [Contact Us](#) | [Exit NRRS](#) | [Logout of eAuth](#)

Remittance Details

Remittance Id: [6765975](#) Effective Date: 02/02/2015
Remittance Amount: \$200.00 Remaining Amount: \$0.00
Remitter Name: Smith R Schedule Number: 0130
Remittance Type: Cashiers Check Schedule Date: 02/18/2015
Check/Item Number: 1001 Receiving Office: Merced, CA
Tax ID: ***3253 Dishonor Status: N
Tax ID Type: S Remittance Status: Verified
Source System: OY

Receipts

ID	Collection Type	Amount
6782007	Direct Sales	\$100.00

External Receipts

ID	Source System	Amount
179038	OY	\$100.00

[View Check Image](#)

NRRS-Web-9.0.9

| [Home](#) | [USDA Internet](#) | [USDA Intranet](#) | [FSA Internet](#) | [FSA Intranet](#) |
| [Site Map](#) | [FOIA](#) | [Accessibility Statement](#) | [Privacy](#) | [Non-Discrimination](#) | [Information Quality](#) | [Policies and Links](#) | [FirstGov](#) | [White House](#)

Note: Both internal and external receipts exist for this remittance. The user can click on the underlined ID number in the “ID” field to view the receipt details.

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2 Procedure (Continued)

C Understanding NRRS Remittance Statuses

There are 4 remittance statuses in NRRS. The status may be unscheduled, scheduled, verified, or active verified and will be displayed on the Remittance Details Screen, in the “Remittance Status” field.

The screenshot shows the USDA Farm Service Agency National Receipts & Receivables System interface. The main heading is "Remittance Details". The left sidebar contains navigation options: "Remittances" (Add Remarks, View History, Print/View Details, Main Menu), "Go To" (NPS, OLP, eFMS, FSA-FS, FI), and "Receipts" (ID, Collection Type, Amount). The main content area displays the following information:

Remittance Id: 5824137	Effective Date: 10/17/2014
Remittance Amount: \$5,991.04	Remaining Amount: \$0.00
Remitter Name: [REDACTED]	Schedule Number: 1660
Remittance Type: Check	Schedule Date: 10/20/2014
Check/Item Number: 12718	Receiving Office: SAINT CROIX, WI
Tax ID: [REDACTED]	Dishonor Status: N
Tax ID Type: S	Remittance Status: Verified
Source System: OY	

Below the main details, there are two tables:

Receipts

ID	Collection Type	Amount
No Internal Receipts exist.		

External Receipts

ID	Source System	Amount
115164	OY	\$5,991.04

D Status Unscheduled

Remittances in the unscheduled status are remittances created **before** preparing the schedule. All remittances may be corrected and/or deleted.

E Status Scheduled

Remittances in the scheduled status are remittances created **after** preparing the schedule and **before** schedule verification. The schedule must be deleted and re-entered with the corrected information.

F Status Verified

Remittances in the verified status are remittances that have been deposited on the verified schedule. This remittance **must** be activated to allow correction. Activation will change the remittance status to “Active Verified”.

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2 Procedure (Continued)

G Active-Verified Status

Active verified remittances are remittances that have been activated for correction. Associated receipts can be deleted; however, limited remittance information can be corrected. A remedy ticket must be submitted to the FSA Service Desk in Kansas City if remittance details need to be corrected.

3 Correcting External Receipts

A Steps for Correcting External Receipts

The following table provides steps to correct an external receipt. The actions are based on the remittance status in NRRS. The first step is identifying the remittance status in NRRS.

Note: The remittance will be automatically deleted by the system if the associated receipts (external or internal) are deleted.

Remittance Status	System	Step	Action
Unscheduled	Program Application	1	Reverse the collection in the applicable program application. This action will automatically delete the external receipt in NRRS. If there is no other receipts associated with the remittance, the remittance will also be automatically deleted.
	NRRS	2	Verify the: <ul style="list-style-type: none"> • remittance and receipt is deleted in NRRS • collection is reversed in program. See 2-FSFL, paragraph 500 for corrections in DLS.
	Program Application	3	Correctly apply the collection within the program application.
	NRRS	4	Verify the remittance and external receipt contains the corrected information in NRRS.
		5	Prepare the schedule according to 64-FI, paragraph 56.
		6	Manage checks according to 64-FI, paragraph 57.
		7	Verify the schedule of deposit according to 64-FI, paragraph 58.

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3 Correcting External Receipts (Continued)

A Steps for Correcting External Receipts (Continued)

Remittance Status	System	Step	Action
Scheduled	NRRS	1	Delete the prepared schedule of deposit according to 64-FI, subparagraph 42 D. This changes the remittance status to “Unscheduled”, ready for correction.
	Program Application	2	Reverse the collection in the applicable system. This action will automatically delete the external receipt in NRRS and if there is no other receipt associated with the remittance, the remittance will also be automatically deleted.
	NRRS	3	Verify the remittance and receipt is deleted in NRRS. Notes: Verify the collection is reversed in the program application. See 2-FSFL, paragraph 500 for corrections in DLS.
	Program Application	4	Correctly apply the collection within the program application.
	NRRS	5	Verify the remittance and external receipt contains the corrected information in NRRS.
		6	Prepare the schedule according to 64-FI, paragraph 56.
		7	Manage checks according to 64-FI, paragraph 57.
		8	Verify the schedule of deposit according to 64-FI, paragraph 58.

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3 Correcting External Receipts (Continued)

A Steps for Correcting External Receipts (Continued)

Remittance Status	System	Step	Action	
Verified	NRRS	1	Activate the remittance according to 64-FI, subparagraph 44 B. This changes the remittance status to “Active-Verified”, ready for correction.	
	Program Application	2	Reverse the collection in the applicable system. This action will automatically delete the external receipt in NRRS and if there is no other receipt associated with the remittance, the remittance will also be automatically deleted.	
	NRRS	3	Verify the: <ul style="list-style-type: none"> • remittance and receipt are deleted in NRRS • collection is reversed in the program. See 2-FSFL, paragraph 500 for corrections in DLS.	
	Program Application	4	Correctly apply the collection within the program application. <p>Note: Remittance details, remittance type, remittance number (check number), remittance amount, remitter, remittance effective date must be the same as entered before. If any of this information needs to be corrected, contact the help desk to submit a ticket to be corrected by the NRRS technical team.</p>	
	NRRS		5	Verify the remittance and external receipt contain the corrected information and that the remittance is in balance with the zero outstanding amount.
			6	Deactivate the remittance according to 64-FI, subparagraph 44 G.

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3 Correcting External Receipts (Continued)

B Correcting an External Receipt That Results in a Partial Refund

The following table provides the steps to correct an external receipt when a partial refund needs to be issued. The actions are based on the remittance status in NRRS. The first step is identifying the remittance status in NRRS, see 64-FI, paragraph 44, Remittance and Receipt Modification.

Remittance Status	System	Step	Actions
Unscheduled	Program Application	1	Reverse the payment in the applicable system. This action will automatically delete the external receipt in NRRS and if there is no other receipt associated to the remittance, the remittance will also be automatically deleted.
	NRRS	2	Verify the: <ul style="list-style-type: none"> • remittance and receipt is deleted in NRRS • collection is reversed in program. See 2-FSFL, paragraph 500 for corrections in DLS.
	Program Application	3	Correctly apply the collection within program application. Note: Receipt amount will be less than remittance amount.
	NRRS	4	Verify the remittance and external receipt contains the corrected information.
		5	From the Remittance Details Screen, CLICK “Refund” to refund the remaining balance on the remittance. See 64-FI, subparagraph 43 B.
		6	Prepare the schedule according to 64-FI, paragraph 56.
		7	Manage checks according to 64-FI, paragraph 57.
		8	Verify the schedule of deposit according to 64-FI, paragraph 58.

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3 Correcting External Receipts (Continued)

B Correcting an External Receipt That Results in a Partial Refund (Continued)

Remittance Status	System	Step	Actions
Scheduled	NRRS	1	Delete the prepared schedule of deposit according to 64-FI, subparagraph 42 D. This will bring the remittance status to “Unscheduled”, ready for correction.
	Program Application	2	Reverse the payment in the applicable system. This action will automatically delete the external receipt in NRRS and if there is no other receipt associated to the remittance, the remittance will also be automatically deleted.
	NRRS	3	Verify remittance and receipt deleted in NRRS. Verify collection is reversed in program. See 2-FSFL, paragraph 500 for collection corrections.
	Program Application	4	Correctly apply the collection within the program application. Note: Receipt amount is less than the Remittance amount.
	NRRS	5	Verify the remittance and external receipt contains the corrected information.
		6	From the Remittance Details Screen, CLICK “Refund” to refund the remaining balance on the remittance according to 64-FI, subparagraph 43 B.
		7	Prepare the schedule according to 64-FI, paragraph 56.
		8	Manage checks according to 64-FI, paragraph 57.
		9	Verify the schedule of deposit according to 64-FI, paragraph 58.

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3 Correcting External Receipts (Continued)

B Correcting an External Receipt That Results in a Partial Refund (Continued)

Remittance Status	System	Step	Actions
Verified	NRRS	1	Activate the remittance according to 64-FI, subparagraph 44 B. This will change the remittance status to “Active-Verified”, ready for correction.
	Program Application	2	Reverse the payment in the applicable system. This action will automatically delete the external receipt in NRRS, and if there is no other receipt associated with the remittance, the remittance will also be automatically deleted.
	NRRS	3	Verify the: <ul style="list-style-type: none"> • remittance and receipt is deleted in NRRS • collection is reversed in program. See 2-FSFL, paragraph 500 for collection corrections.
	Program Application	4	Correctly apply the collection within program application. Note: Receipt amount will be less than the Remittance amount.
	NRRS	5	Verify the external receipt contains the corrected information.
		6	From the Remittance Details Screen, CLICK “Refund”, to refund the remaining balance on the remittance according to 64-FI, subparagraph 43 B.
		7	After confirming the remittance is now in balance with zero outstanding amounts, select “Deactivate”, to deactivate the remittance according to 64-FI, subparagraph 44 G.