UNITED STATES DEPARTMENT OF AGRICULTURE
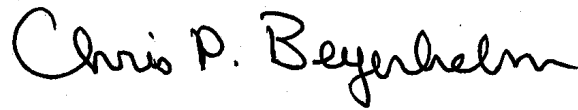Farm Service Agency
Washington, DC 20250

For: State and County Offices

Margin Protection Program for Dairy (MPP-Dairy) Producers Administrative and Premium Fee Receipt Creation and Correction in NRRS

Approved by: Associate Administrator for Operations and Management

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1   Overview

A Background

MPP-Dairy requires each participating dairy operation to pay a $100 administrative fee to register to participate. MPP-Dairy participants may also elect greater coverage by paying a premium fee in addition to the administrative fee. A separate accounting program code must be used to record each applicable fee according to 1-MPP, subparagraph 62 D.

Until the MPP application is automated, the administrative fee and premium fee shall be manually recorded in NRRS separately under the collection type, "Direct Sales", with the following program code:

- "XXMPPDADMFEE" for the administrative fee
- "XXMPPDPREMFEE" for the premium fee.

A review of NRRS collection data has revealed that the administrative and premium fees have been erroneously recorded in NRRS. The data discrepancies include, but are not limited to, the following:

- fee recorded in incorrect program year and/or accounting code
- administrative and premium fees not recorded separately
- duplicate collection recorded
- fee recorded as a premium rather than administrative
- fee recorded as administrative rather than premium
- incorrect premium fee amount recorded
- fee recorded as another program fee from another program, such as FSFL and NAP.

It is **imperative** that all erroneously recorded fees be identified and immediately corrected in NRRS as FSA prepares for software deployment.

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

1   Overview (Continued)

B   Purpose

This notice provides instructions for identifying, recording, and correcting the MPP-Dairy administrative and premium fee remittances and receipts in NRRS that include:

- recording a remittance
- recording an MPP administrative and premium fee internal receipt
- correcting an MPP administrative and premium fee internal receipt.

C   Contacts

If there are questions about this notice, contact the appropriate person as follows.

Issue	Contact
Software-Related Problems	Contact the National Help Desk at 800-255-2434 or 816-926-1552. **Note:** Select option 3 for hardware and application software.
NRRS Procedures	Contact Rhonda Anthony by either of the following: - e-mail to **rhonda.anthony@kcc.usda.gov** with cc to **NRRS-Production@kcc.usda.gov** - telephone at 816-926-6330.
MPP-Dairy Collection Report	Angela Payton by either of the following: - e-mail to **angela.payton@wdc.usda.gov** - telephone at 202-720-0482.
MPP-Dairy Policy	Dani Cooke by either of the following: - e-mail to **danielle.cooke@wdc.usda.gov** - telephone at 202-720-1919.

2   Administrative and Premium Fee Discrepancies

A   Identifying Erroneously Recorded Collections

To assist County Offices with reconciling incorrectly recorded fees, PSD will disseminate a report to each State Office identifying NRRS collections recorded as administrative and premium fees.

2   Administrative and Premium Fee Discrepancies (Continued)

A   Identifying Erroneously Recorded Collections (Continued)

County Offices must review the report and compare against each MPP-Dairy contract application to ensure the following:

- correct program accounting code with correct program year is recorded

- the administrative and premium fees are correctly recorded for the correct amount

   Note: Administrative fees split between producers in the dairy operation is acceptable as long as the total amount collected for the dairy operation totals $100.

- the premium fee is not recorded as an administrative fee

- the administrative fee is not recorded as a premium fee

- the premium fee is recorded in the correct program year.

Example: Report indicates premium fee collections recorded in program year 2014, but the State had no dairy operations that elected premium coverage for 2014.

County Offices shall see Notice MPP-11 for discrepancies in MPP-Dairy premium fees. Premium fees recorded in NRRS that differ from CCC-782 as a result of rounding require no further action. It is imperative that all collection fee discrepancies be resolved no later than **COB May 15, 2015**.

B   Tracking Corrections

County Offices **must**:

- keep a log to track changes that would affect any information previously entered into their 2015 MPP Application Enrollment Workbook

- print a copy of the Receipt Details Screen and the Receivables Detail Screen.

Note: Information will be forthcoming about corrections to the 2015 MPP Application Workbook data that has previously been uploaded to the MPP-Dairy SharePoint site.

2   Administrative and Premium Fee Discrepancies (Continued)

C   State Office Action

State Office shall ensure that County Offices:

- are immediately informed of the contents of this notice

- continue to follow procedure in 1-MPP

- direct questions about MPP-Dairy policy and procedure to the National Office according to subparagraph 1 C.

D   County Office Action

County Offices shall:

- take appropriate action on correcting 2014 and 2015 MPP-Dairy administrative and premium fees recorded in NRRS incorrectly by **May 15, 2015**

- continue to follow procedure in 1-MPP

- forward questions about the content of this notice to the State Office MPP-Dairy specialist.

3   Accessing NRRS

A   eAuthentication Requirements

State or County Office employees must have a valid eAuthentication user ID and password or LincPass credentials to login and established roles by FSA Security to access NRRS.

B   NRRS Login

County Office employees shall log into NRRS according to 64-FI.

4   NRRS Remittances and Receipts

A   Creating Remittance

Follow these steps to create a remittance in NRRS.

Step	Action
1	On the NRRS Homepage, under the NRRS Menu, CLICK "**Create Remittance**".
2	In the "**Remittance Amount**" field, enter total dollar amount of the instrument.
3	In the "**Remitter Name**" field, enter customer's name that rendered the check.
4	Select applicable "**Remittance Type**" from the drop-down list.
5	In the "**Check/Item Number**" field, enter check or item number.
6	Enter remitter's tax ID, select appropriate tax ID type, and CLICK "**Search**".
7	Select applicable remitter and CLICK "**Submit**".
8	On the Remittance Creation Confirmation Screen, after verifying the information is correct, CLICK "**Confirm**".

Note: See 64-FI.

B   Creating MPP Administrative or Premium Fee Receipts

Follow these steps to create an internal NRRS receipt for MPP-Dairy.

Step	Action
1	On the NRRS Homepage, under the NRRS Menu, CLICK "**Manage/Search Remittance**".
2	Under "**Unscheduled Remittances**", select the applicable remittance ID.
3	On the Remittance Details Screen, CLICK "**Create Receipt**".
4	On the Create New Receipt Screen, enter collection dollar amount.
5	From the "Collection Type" drop-down list, select "**Direct Sales**".
6	Enter customer's tax ID, select the applicable tax ID type, and CLICK "**Search**".
7	Select applicable customer and CLICK "**Submit**".
8	On the Enter Direct Sales Program Information Screen, select "**XXMPPDADMFEE**" or "**XXMPPDPREMFEE**" program code, as applicable.
9	Select the applicable State and county and CLICK "**Submit**".
10	On the Confirm Receipt Creation Screen, after verifying the receipt information is correctly recorded, CLICK "**Confirm**".
11	On the Receipt Successfully Recorded Screen, CLICK "**Print Receipt**". **Note:** This step is optional.

Note: See 64-FI.

5   Corrections Before Preparing Schedule of Deposit

A   Correcting MPP Administrative and Premium Fees Before Preparing the Schedule of Deposit

Before preparing the Schedule of Deposit in NRRS, the outstanding remittances will be displayed with a remittance status of "**Unscheduled**" and the associated receipts may be corrected.

The following steps are required to correct an internal MPP-Dairy administrative or premium fee when the Schedule of Deposit is not prepared in NRRS.

Step	Action
1	On the NRRS Homepage, under the NRRS Menu, CLICK "**Search**".
2	On the Search for a Receipt Screen, select "**Internal Receipt**" collection type.
3	In the "**Receipt ID**" field, enter receipt ID number and CLICK "**Search**".
4	On the Receipt Search Results Screen, for the applicable receipt, CLICK "**Select**".
5	From the Receipt Detail Screen, under the left navigation menu, CLICK "**Delete Receipt**".
6	On the Confirm Delete Receipt Screen, in the "**Remarks**" field, enter a brief description of the receipt correction reason (for example, "incorrect program code") and CLICK "**Confirm**". **Note:** It is important to enter a remark for a better understanding of what is happening.
7	Follow subparagraph 4 B, steps 1 through 11 to create a replacement MPP administrative or premium fee receipt.

B   Searching for a Receipt

From the NRRS Homepage, under the Receipts Menu, CLICK "**Search**". The Search for a Receipt Screen will be displayed. Select collection type, "Internal Receipt", enter "Receipt ID", and CLICK "**Search**".

5   Corrections Before Preparing Schedule of Deposit (Continued)

   C   Receipt Search Results

      On the Receipt Search Results Screen, select the applicable receipt.

   D   Receipt Details

      On the Receipt Details Screen, under "Receipts", CLICK "**Delete Receipt**".

5   Corrections Before Preparing Schedule of Deposit (Continued)

E   Confirm Delete Receipt

On the Confirm Delete Receipt Screen, in the "Remarks" field, enter a brief description of the receipt correction reason and CLICK "**Confirm**".
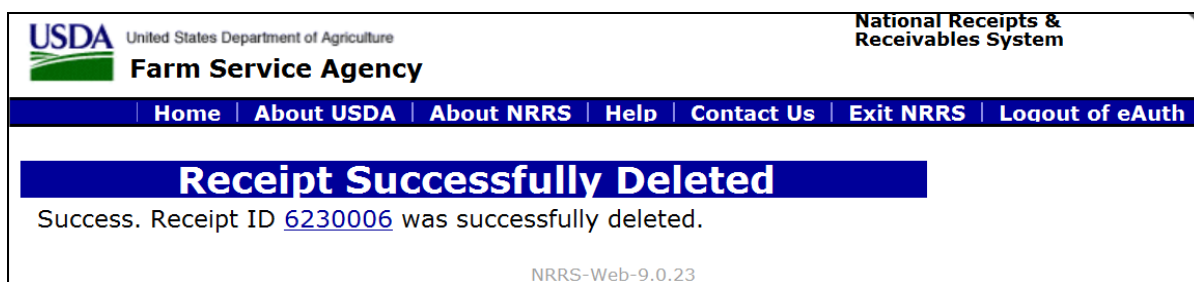
5   Corrections Before Preparing Schedule of Deposit (Continued)

F   Receipt Successfully Deleted

After confirmation, the Receipt Successfully Deleted Screen will be displayed with the message, "Success. Receipt ID XXXXXXX was successfully deleted."

User will then follow subparagraph 4 B, steps 1 through 11.

6   Corrections After Preparing Schedule of Deposit

A   Correcting MPP Administrative and Premium Fees After Preparing the Schedule of Deposit

Remittances on the prepared Schedule of Deposit will be displayed with a remittance status of "**Scheduled**". Receipts associated with a remittance status of "**Scheduled**" are prohibited from correction.

The following steps are required to delete a prepared Schedule of Deposit allowing the remittance to revert back to an "**Unscheduled**" status for correction.

Step	Action
1	On the NRRS Homepage, under the NRRS Menu, CLICK "**Search**".
2	On the Enter Schedule of Deposit Search Criteria Screen, enter the schedule number (4-digit field) and CLICK "**Submit**".
3	On the Schedule of Deposit Detail Screen, CLICK "**Delete Deposit**".
4	On the Confirm Schedule of Deposit Deletion Screen, CLICK "**Confirm**".
5	Follow subparagraph 5 A to delete an internal receipt and recreate a new receipt for MPP administrative or premium fee.

6   Corrections After Preparing Schedule of Deposit (Continued)

B   Enter Schedule of Deposit Search Criteria

On the NRRS Home Screen, under "Deposits", after user clicks "Search", the Enter Schedule of Deposit Search Criteria Screen will be displayed. Enter the "Schedule Number" and CLICK "**Submit**".

C   Schedule of Deposit Detail

The Schedule of Deposit Detail Screen will be displayed. CLICK "**Delete Deposit**".

6   Corrections After Preparing Schedule of Deposit (Continued)

   D   Confirm Schedule of Deposit Deletion

   The Confirm Schedule of Deposit Deletion Screen will be displayed. CLICK "**Confirm**".

   E   Schedule of Deposit Deleted.

   After confirmation, the Schedule of Deposit Deleted Screen will be displayed with the
   message, "The Schedule of Deposit shown below has been successfully deleted."

   User will then follow subparagraph 4 B.

7   Corrections After Verification of Schedule of Deposit

A   Correcting MPP Administrative and Premium Fees on a Verified Schedule of Deposit

After the Schedule of Deposit is verified, the associated remittances will be displayed with a remittance status of "**Verified**". With this status, associated receipts are prohibited from correction.

The following steps are required to activate the remittance to bring the remittance status to "**Active-Verified**" allowing for corrections.

Step	Action
1	On the NRRS Homepage, under the NRRS Menu, CLICK "**Manage/Search Remittance**".
2	In the "**Remittance ID**" field, enter the remittance ID number and CLICK "**Search**".
3	Under "Search Results", click the applicable remittance ID link.
4	On the Remittance Details Screen, under Remittances menu, CLICK "**Activate**".

B   Correcting MPP Administrative and Premium Fees on a Verified Schedule of Deposit With Status of "Active-Verified"

After the remittance is activated with the remittance status of "Active-Verified", proceed to the applicable table in paragraph 8 for correction based on the correction scenario.

8   Correction Scenarios

A   Correcting Internal Verified Receipt for Customer, Program Code, and State and County Codes

The following steps are required to correct the customer, program code, and/or State and county codes on the internal receipt for MPP administrative or premium fee in NRRS.

Step	Action
1	On the Remittance Details Screen, click the receipt ID number link.
2	On the Receipt Details Screen, CLICK "**Correct Verified Receipt**".

8   Correction Scenarios (Continued)

**A   Correcting Internal Verified Receipt for Customer, Program Code, and State and
     County Codes (Continued)**

Step	Action
3	From the Correct Verified Receipt Screen, the collection type and customer can be corrected as follows: • from the "**Collection Type**" drop-down list, select "**Direct Sales**" • enter customer "**Tax ID**" and select the "**Tax ID Type**" • CLICK "**Search**" to select the correct customer • in the "**Remarks**" field, enter a brief description of the receipt correction reason (for example, "incorrect program code") • CLICK "**Submit**".
4	From the Direct Sales Program Information Screen: • select the applicable program code: • "**XXMPPDADMFEE**" for MPP administrative fee • "**XXMPPDPREMFEE**" for MPP premium fee • select the applicable State and county • CLICK "**Submit**".
5	On the Confirm Receipt Creation Screen, review the information displayed and CLICK "**Submit**".
6	On the Verified Receipt Creation Screen, CLICK "**Print Receipt**". **Note:** This step is optional.
7	On the Verified Receipt Creation Screen, click the applicable remittance ID link.
8	On the Remittance Details Screen, under Remittances menu, CLICK "**Deactivate**".

8   Correction Scenarios (Continued)

B   Correcting Collection Amount

The following steps are required to correct the **collection amount** on the Internal Receipt for MPP administrative or premium fee in NRRS.

Step	Action
1	Submit an electronic **Remedy Ticket** for the Help Desk to request the internal receipt be deleted. See paragraph 9 and Exhibit 1. **Note:** Include the "Remittance #", "Receipt #", "Producer Name", and "Schedule #" on the activated remittance on the Remedy Ticket to expedite the process.
2	On the NRRS Homepage, under the NRRS Menu, CLICK "**Manage/Search Remittance**". **Note:** After confirmation is received the internal receipt has been deleted, go to steps 3 and 4 to create a revised internal receipt.
3	Under "**Active Remittances**", click the applicable remittance ID link.
4	Follow steps in subparagraph 4 B, steps 3 through 11 to create a new MPP administrative or premium fee receipt.
5	On the Verified Receipt Creation Screen, click the applicable remittance ID link.
6	On the Remittance Details Screen, under Remittances menu, CLICK "**Deactivate**".

C   Correcting Receipt Type From Internal to External Receipt

The following steps are required to correct an internal receipt recorded as MPP administrative or premium fee that should have been an external receipt, such as automated 2015 NAP administrative fee.

Step	Action	
1	Submit an electronic **Remedy Ticket** for the Help Desk to request the internal receipt be deleted. See paragraph 9 and Exhibit 1. **Note:** Include the "Remittance #", "Receipt #", "Producer Name", and "Schedule #" on the activated remittance on the Remedy Ticket to expedite the process.	
2	After confirmation is received that the internal receipt has been deleted, log into an external Web application, such as NAP or DLS, and post the collection appropriately. **Note:** This will automatically create an external receipt in NRRS associated to the "**Active-Verified**" remittance.	
	IF this collection is for…	**THEN follow guidance from…**
	NAP program year 2015 and subsequent	1-NAP (Rev 2).
	FSFL repayment in DLS	2-FSFL.

8   Correction Scenarios (Continued)

C   Correcting Receipt Type From Internal to External Receipt (Continued)

Step	Action
3	Log into NRRS and on the NRRS Homepage, under the NRRS Menu, and CLICK "**Manage/Search Remittance**". **Note:** After confirmation is received, the internal receipt has been deleted.
4	Under "**Active Remittances**", click the applicable remittance ID link.
5	On the Remittance Details Screen, under Remittances menu, CLICK "**Deactivate**".

D   Correcting Receipt Type From External to Internal Receipt

External receipts are receipts recorded outside of NRRS from an external Web application, such as NAP or DLS that interfaces automatically to NRRS.

The following steps are required to correct an MPP administrative or premium fee receipt that was recorded as an external receipt in the automated NAP or DLS application.

Step	Action	
1	Log in the external Web application, such as NAP or DLS that the collection was posted incorrectly and post a reversal.	
	IF this collection was recorded…	**THEN follow guidance from…**
	in the automated NAP application	1-NAP (Rev. 2) to cancel the posted collection.
	as FSFL repayment in DLS	2-FSFL to reverse the payment off the loan.
2	Log into NRRS and on the NRRS Homepage, under the NRRS Menu, CLICK "**Manage/Search Remittance**.	
3	Under "**Active Remittances**", select the applicable remittance ID.	
4	Follow subparagraph 4 B, steps 3 through 11 to create a replacement MPP administrative fee or premium fee receipt.	
5	On the Verified Receipt Creation Screen, click the applicable remittance ID link.	
6	On the Remittance Details Screen, under Remittances menu, CLICK "**Deactivate**".	

9   Help Desk Electronic Remedy Ticket Request

A   Creating a Remedy Ticket

CLICK "" at the bottom of the computer screen to access an electronic Remedy Ticket.

In the upper right corner of the BMC Service Management Screen, CLICK "**ITSM Self Service**".
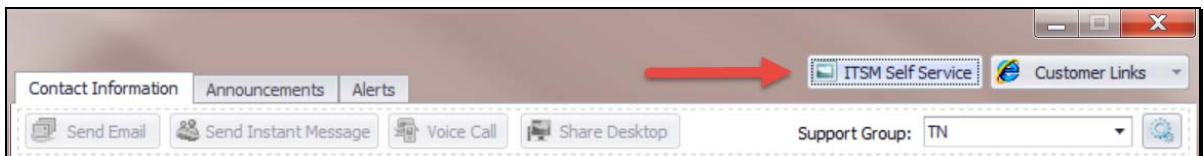
From the eAuthentication Login Screen, enter eAuthentication user ID and password and CLICK "**Login**" or CLICK "**Login With my LincPass**". The BMC Service Request Management Services Screen will be displayed.

B   Software Issues

From the BMC Service Request Management Services Screen, CLICK "**Software Issues**".
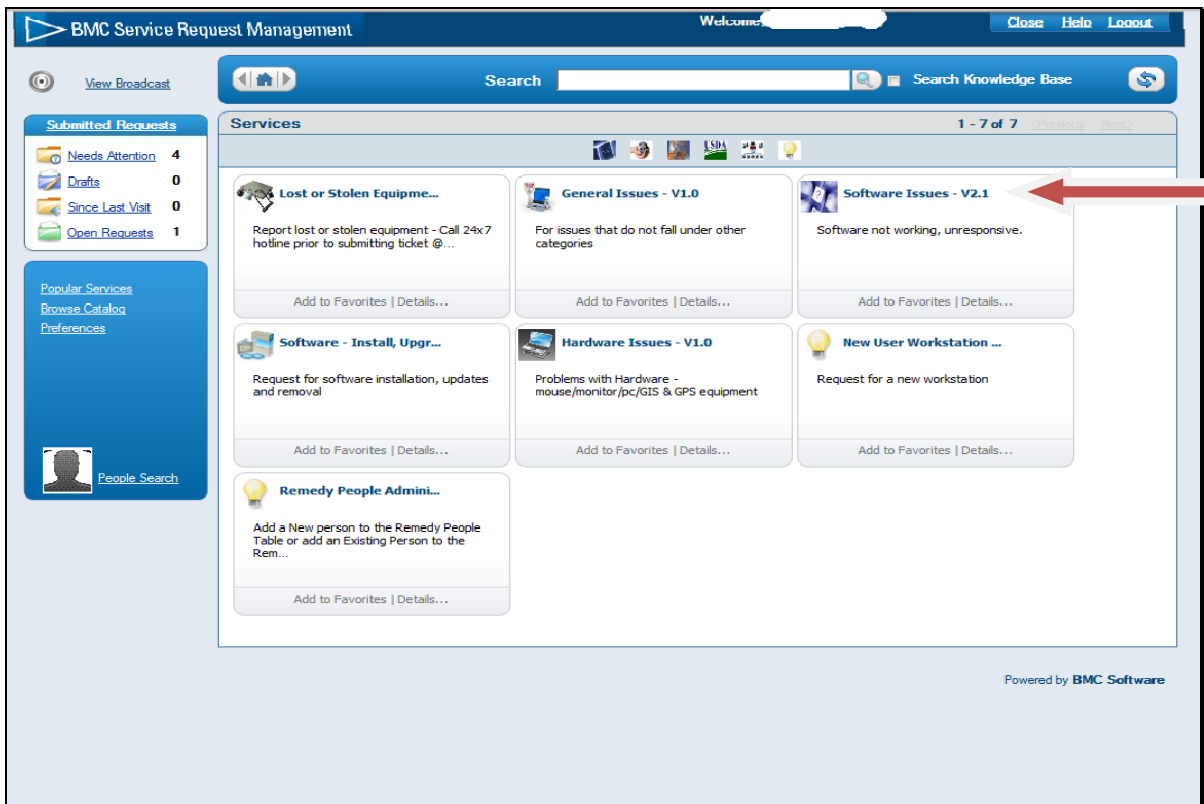
9   Help Desk Electronic Remedy Ticket Request (Continued)

C   Provide Software Issue Information

From the Provide Information Screen, select "**FSA Other**".

In the "Description" field, enter the following information:

- the issue and what needs to be done
- remittance number
- other receipt numbers associated with dollar value
- customer name
- CLICK "**Add Attachment**" and attach the completed spreadsheet from Exhibit 1
- CLICK "**Submit**".

Note: If a snap shot of the remittance can be included, this will increase the rate the Remedy Ticket can be processed.

Receipt Deletion Spreadsheet

The following spreadsheet shall be completed and attached to Remedy Ticket incidents according to paragraph 9.

County Offices shall enter **all** receipts that need to be deleted within the county so that the Help Desk receives 1 Remedy Ticket per county. Ensure that all remittances included on the spreadsheet are activated **before** submitting the Remedy Ticket incident.

Note: If additional receipts are found after the initial Remedy Ticket incident submission, a new spreadsheet shall be completed and a new Remedy Ticket incident shall be submitted for the additional receipts.

State	County	Producer Name	Remittance #	Receipt #	$ Amount of Receipt	Schedule of Deposit #