

UNITED STATES DEPARTMENT OF AGRICULTURE

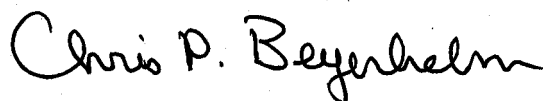
Farm Service Agency  
Washington, DC 20250

Notice FI-3295

**For:** State and County Offices

**Check Validations in NRRS**

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



**1 Check Validation Clarification**

**A Background**

In September 2014, the ability to scan checks and money orders directly into NRRS and process to Treasury's Over-the-Counter Network (OTCnet) was implemented. This change required that a single remittance be created for each individual check and money order.

Field offices continue to create multiple remittances for a single check or money order, requiring the user to scan the check and/or money order several times. Scanning an item more than 1 time creates multiple submissions to OTCnet.

When multiple submissions reach Treasury, the submissions are treated as duplicates and the additional scans of the same item may dishonor. In most cases, the Agency is not receiving full credit from Treasury for the collection deposited.

Remittances can be applied to 1 or more **receipts** of any collection type available in NRRS. Any departure from this process **will** result in Treasury **dishonoring** any remittance associated with a check and/or money order scanned more than 1 time.

In many cases, the financial institutions have taken the funds from the producer's account for the entire amount of the check, but the Agency has not received all funds associated with the check. The banking institution must restore the producer's account for the dishonored amount or provide proof to the Agency that the entire amount of the check was transmitted to Treasury.

It is critical to our mission to record and deposit checks in a timely matter and to comply with the Department of Treasury's regulations.

Disposal Date	Distribution
February 1, 2017	State Offices; State Offices relay to County Offices

## Notice FI-3295

### 1 Check Validation Clarification (Continued)

#### B Purpose

This notice provides guidance and inform State and County Office users of changes in NRRS to prevent duplicate scanning.

#### C Contacts

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

Issue	Contact
Software Related Problems	National Help Desk at 800-255-2434 or 816-926-1552 <b>Note:</b> Select option 3 for hardware and application software.
Procedures on NRRS	<ul style="list-style-type: none"><li>• Cari McQueen by either of the following:<ul style="list-style-type: none"><li>• e-mail to <b>cari.mcqueen@kcc.usda.gov</b></li><li>• telephone at 816-926-6790</li></ul></li><li>• JoLynn Khan by either of the following:<ul style="list-style-type: none"><li>• e-mail to <b>Jolynn.khan@wdc.usda.gov</b></li><li>• telephone at 202-772-6044.</li></ul></li></ul>
Policy on NRRS Items	Thom Harris by either of the following: <ul style="list-style-type: none"><li>• e-mail to <b>tom.harris@wdc.usda.gov</b></li><li>• telephone at 202-772-6014.</li></ul>

#### D Creating Remittances


The steps needed to create a remittance are available in 64-FI, paragraph 32.

**Note:** For each check or money order received, record only **one** remittance for the entire amount of the instrument. The remittance will be applied to one or more receipts.

# 1 Check Validation Clarification (Continued)

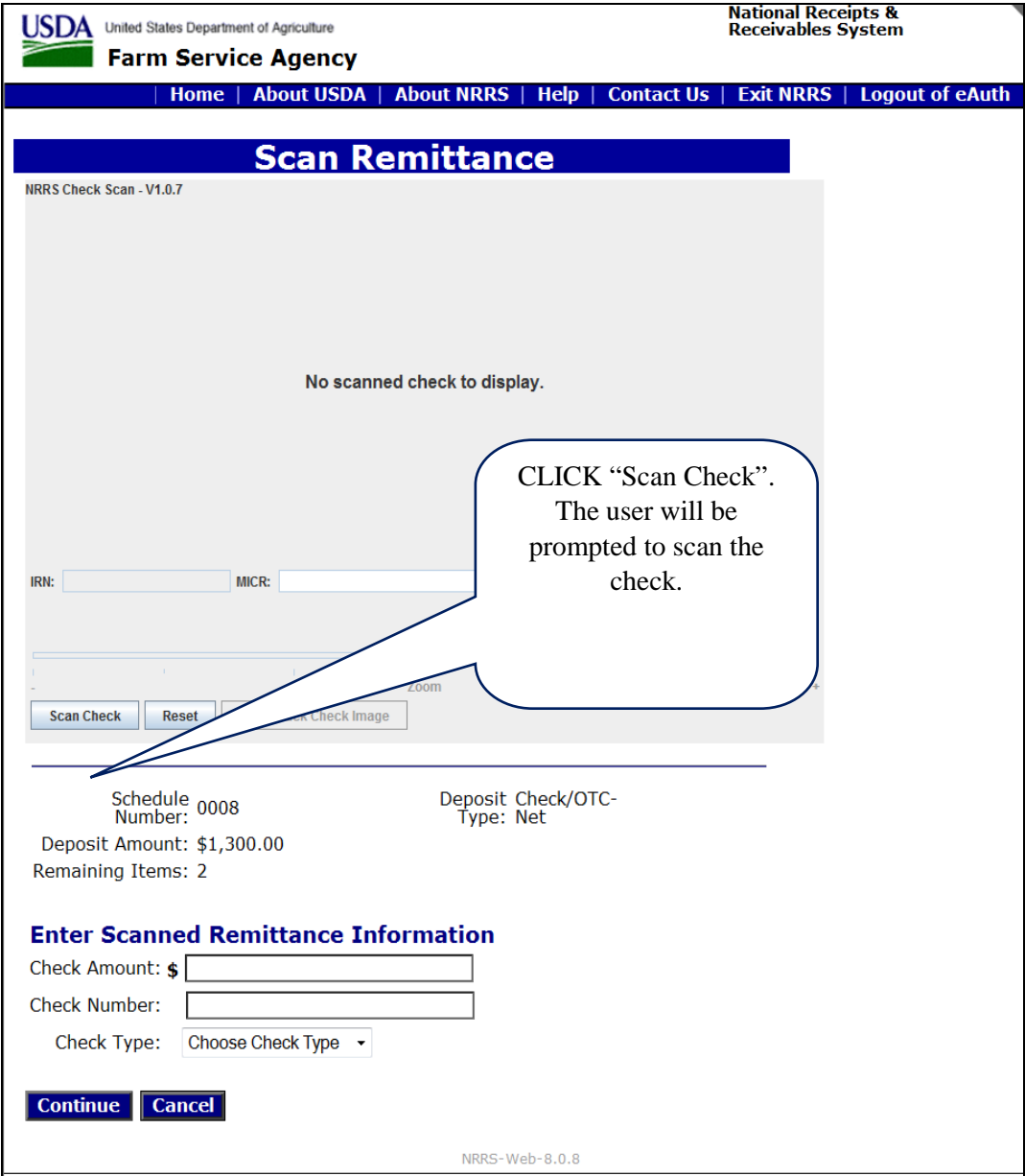
## E Scanning Checks

The following table provides the steps for scanning a check. This information is also available in 64-FI, paragraph 57.

Step	Action																		
1	<p>From the NRRS Homepage, under “Deposits”, CLICK “Manage Checks”. The Manage Checks Screen will be displayed. This screen allows users to select from “Choose Prepared Schedule to Scan Checks”, or to search for a desired check to edit or delete.</p> <div><div><div><div>United States Department of Agriculture</div><div><b>Farm Service Agency</b></div></div><div><b>National Receipts &amp; Receivables System</b></div></div><div><div><div>Home</div><div>About USDA</div><div>About NRRS</div><div>Help</div><div>Contact Us</div><div>Exit NRRS</div><div>Logout of eAuth</div></div><div><div>Current Office: <u>CRAWFORD COUNTY FARM SERVICE AGENCY</u></div><div><div><div><b>NRRS Menu</b></div><div>Welcome NRRS user. You have access to NRRS as a County level user.</div><div><b>Receivables</b></div><div>New Receivable</div><div>Search</div><div>Calculate Future Payoff</div><div><b>Remittances</b></div><div>Create Remittance</div><div>Manage/Search Remittance</div><div><b>Receipts</b></div><div>Record New Receipt</div><div>Search</div><div><b>Deposits</b></div><div>Prepare Deposit</div><div>Manage Checks</div><div>Verify Deposit</div><div>Search</div><div><b>Reports</b></div><div>Failed Letter Report</div><div>Home</div><div><b>Go To</b></div><div>NPS</div><div>OLP</div><div>eFMS</div><div>FSA-FS</div><div>FI</div></div></div><div><div><div><b>Manage Checks</b></div><div><div><b>Choose Prepared Schedule to Scan Checks</b></div><table><thead><tr><th></th><th>Schedule Number</th><th>Type</th><th>Remaining Items</th><th>Amount</th><th>Prepared By</th></tr></thead><tbody><tr><td><input type="radio"/></td><td>0005</td><td>Check/OTC-Net</td><td>1</td><td>\$1,200.00</td><td>GOBLE, M ANNA</td></tr><tr><td><input checked="" type="radio"/></td><td>0008</td><td>Check/OTC-Net</td><td>2</td><td>\$1,300.00</td><td>GOBLE, M ANNA</td></tr></tbody></table><div><div>Scan</div><div>Details</div><div>Cancel</div></div><div><div><b>Search for Check to Adjust</b></div><div>IRN: <input type="text"/></div><div>MICR: <input type="text"/></div><div>Check Number: <input type="text"/></div><div><div>Search</div><div>Cancel</div></div></div></div></div></div></div></div></div>		Schedule Number	Type	Remaining Items	Amount	Prepared By	<input type="radio"/>	0005	Check/OTC-Net	1	\$1,200.00	GOBLE, M ANNA	<input checked="" type="radio"/>	0008	Check/OTC-Net	2	\$1,300.00	GOBLE, M ANNA
	Schedule Number	Type	Remaining Items	Amount	Prepared By														
<input type="radio"/>	0005	Check/OTC-Net	1	\$1,200.00	GOBLE, M ANNA														
<input checked="" type="radio"/>	0008	Check/OTC-Net	2	\$1,300.00	GOBLE, M ANNA														

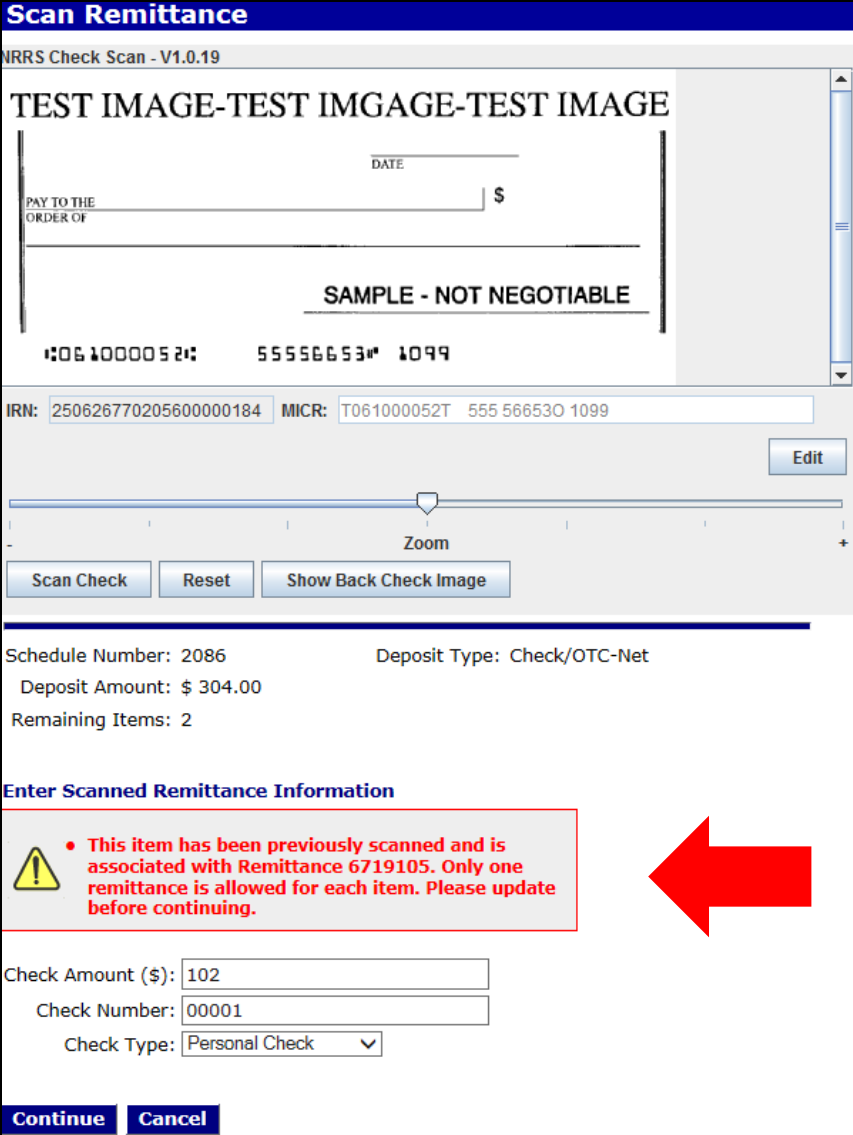
1 Check Validation Clarification (Continued)

E Scanning Checks (Continued)

Step	Action
2	<p>The Scan Remittance Screen will be displayed.</p> 

1 Check Validation Clarification (Continued)

E Scanning Checks (Continued)

Step	Action
3	<p>If a user scans a previously scanned check, the following screen will be displayed with an error. The error will identify the remittance the previously scanned check is related to, which will help the user with research and corrective action.</p>  <p>The screenshot shows the 'Scan Remittance' interface. At the top, it says 'NRRS Check Scan - V1.0.19'. Below that is a test image of a check with fields for 'DATE', 'PAY TO THE ORDER OF', and '\$'. The text 'SAMPLE - NOT NEGOTIABLE' is visible. Below the image are fields for 'IRN: 25062677020560000184' and 'MICR: T061000052T 555 566530 1099'. There is a 'Zoom' slider and buttons for 'Scan Check', 'Reset', and 'Show Back Check Image'. Below the image area, it shows 'Schedule Number: 2086', 'Deposit Type: Check/OTC-Net', 'Deposit Amount: \$ 304.00', and 'Remaining Items: 2'. A section titled 'Enter Scanned Remittance Information' contains a red error message box with a warning icon: 'This item has been previously scanned and is associated with Remittance 6719105. Only one remittance is allowed for each item. Please update before continuing.' A large red arrow points to this error message. Below the error message are input fields for 'Check Amount (\$): 102', 'Check Number: 00001', and 'Check Type: Personal Check'. At the bottom are 'Continue' and 'Cancel' buttons.</p>
4	CLICK "Cancel" to return to the "Scan Check" Screen.

# 1 Check Validation Clarification (Continued)

## E Scanning Checks (Continued)

Step	Action
5	<p>The user will need to review the check to ensure that the correct check is scanned.</p> <ul style="list-style-type: none"> <li>• If the user determines the wrong check is scanned in error, the user should be able to return to the “Scan Check” Screen and scan the correct check.</li> <li>• If the user determines multiple remittances were created for the same check, the user will need to delete the deposit. This will return all the remittances on the deposit to an “Unscheduled Remittance” status.</li> <li>• Once the deposit is deleted, the user will need to delete the receipts, then delete the incorrect remittances and re-create a single remittance for the item.</li> </ul>
6	<p>The user will prepare the schedule of deposit again (NRRS will assign a new deposit number) and continue on the “Manage Checks” Screen to allow the user to scan checks.</p> <p><b>Note:</b> If the user has deleted the deposit, an error message will not be received as the checks previously scanned will not be saved.</p>