

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency  
Washington, DC 20250

**Noninsured Crop Disaster Assistance Program  
Automation for 2015 and Subsequent Years  
3-NAP**

**Amendment 5**

**Approved by:** Acting Deputy Administrator, Farm Programs



**Amendment Transmittal**

**A Reasons for Amendment**

Paragraph 42 has been amended to:

- include premium management text in the Main Menu overview
- provide an updated Main Menu screen example showing new premium management options
- include Main Menu actions for premium management options.

Subparagraph 43 B has been amended to clarify State Office functionality to authorize a refund.

Part 3, Section 7 has been added to provide procedure for premium management software.

<b>Page Control Chart</b>		
<b>TC</b>	<b>Text</b>	<b>Exhibit</b>
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## 41 Selecting State, County, and Year

### A Overview

After user is logged in and has been authenticated, the Select State, County, and Year Screen will be displayed. Users **must** select a State, county, and year to access NAP software in their home county. Users have the option of selecting “Nationwide Customer Service” from the left navigation menu on the Select State, County, and Year Screen. This provides the ability to access NAP software from any Service Center nationwide.

### B Example of Select State, County, and Year Screen

Following is an example of the Select State, County, and Year Screen.



Select State, County, and Year

State-County: Mississippi - Coahoma ▼

Year: 2015 ▼

Select Exit NAP

### C Action

User shall use the drop-down lists to select the applicable:

- State and county
- year.

CLICK “**Select**”. Main Menu (paragraph 42) will be displayed.

## 42 Main Menu

### A Overview

After user has selected a State, county, and year, the Main Menu will be displayed. The Main Menu allows users to do any of the following:

- search for a unit by:
  - producer
  - unit number
- add, edit, or cancel the following:
  - Application for Coverage
  - Approved Yield by producer
  - Approved Yield by unit number
  - \*--Application for Payment (future amendment)
  - Notice of Loss
- record, manage, or cancel the following:
  - service fee collections
  - premium collections--\*
- view/print the following:
  - Application for Coverage Reports
  - Notice of Loss Reports
  - Approved Yield Reports
  - \*--Application for Payment Reports (future amendment)
  - Unit Maintenance Reports
  - Premium Management Reports
  - Approved Yield blank form
  - Application for Payment blank form (future amendment)--\*
  - Notice of Loss blank form
  - Application for Coverage blank form
- sign approved yield
- access Estimated Premium Calculator.

42 Main Menu (Continued)

B Example of Main Menu

Following is an example of the Main Menu.

\*--

**Main Menu**

---

**Year:** 2015                      **State:** Florida                      **County:** Dade, Monroe

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<p><b>Application for Coverage</b> <a href="#">Add, Edit, or Cancel</a> <a href="#">Calculate Estimated Premium</a> <a href="#">Reports</a></p> <p><b>Notice of Loss</b> <a href="#">Add, Edit, or Cancel</a> <a href="#">Reports</a></p> <p><b>Approved Yield</b> <a href="#">Search by Producer</a> <a href="#">Search by Unit Number</a> <a href="#">Sign Approved Yield</a> <a href="#">Reports</a></p>	<p><b>Unit Maintenance</b> <a href="#">Search by Producer</a> <a href="#">Search by Unit Number</a> <a href="#">Reports</a></p> <p><b>Premium Management</b> <a href="#">Search by Producer</a> <a href="#">Reports</a></p> <p><b>Blank Forms</b> <a href="#">Application for Coverage Form</a> <a href="#">Notice of Loss Form</a> <a href="#">Approved Yield Form</a></p>
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## 42 Main Menu (Continued)

## C Action

Following is an explanation of the options available on the Main Menu.

Option	Result
<b>Application for Coverage</b>	
Add, Edit, or Cancel	Search Application for Coverage Screen will be displayed.
Calculate Estimated Premium	SCIMS Customer Search Screen will be displayed.
Reports	Reports Screen will be displayed.
<b>Unit Maintenance</b>	
Search by Producer	SCIMS Customer Search Screen will be displayed.
Search by Unit Number	Search Unit Screen will be displayed
Reports	Reports Screen will be displayed.
<b>Notice of Loss</b>	
Add, Edit, or Cancel	Search Notice of Loss Screen will be displayed.
Reports	Reports Screen will be displayed.
<b>Approved Yields</b>	
Search by Producer	SCIMS Customer Search Screen will be displayed.
Search by Unit Number	Search Approved Yield Screen will be displayed.
Sign Approved Yield	Search Approved Yields to Sign Screen will be displayed.
Reports	Reports Screen will be displayed.
<b>*--Premium Management</b>	
Search by Producer	SCIMS Customer Search Screen will be displayed.
Reports	Reports Screen will be displayed.--*
<b>Application for Payment (Future Amendment)</b>	
Add, Edit, or Cancel	Search Application for Payment Screen will be displayed.
Reports	Reports Screen will be displayed.
<b>Blank Forms</b>	
Application for Coverage	Blank CCC-471 will be displayed.
Notice of Loss Form	Blank CCC-576 (Page 1) will be displayed.
Approved Yield Form	Blank CCC-452 will be displayed.
Application for Payment Form	Blank CCC-576 (Page 2) will be displayed (future amendment).

## 43 Nationwide Customer Service

### A Overview

The NAP software automatically allows for nationwide customer service. Users can access and enter NAP data for any producer nationwide. This service will be extremely beneficial for travelers, absentee producers, etc. Users entering nationwide NAP data will have limited authority.

### B Example of Select State, County, and Year Screen

To access Nationwide Customer Service, from the left navigation menu, CLICK “**Nationwide Customer Service**”. The following Select State, County, and Year Screen will be displayed. Use the drop-down lists to select the applicable:

- State
- county
- year.

CLICK “**Select**” to continue into the selected NAP process.

The screenshot shows a web form titled "Select State, County, and Year". It contains three drop-down menus: "State: Alabama", "County: Autauga", and "Year: 2015". Below the menus are two buttons: "Select" and "Exit NAP".

### C Functionality

All functionality of the NAP processes is the same in Nationwide Customer Service, **except** that **no** COC action can be taken. COC action **must** be taken by the administrative County Office.

### D Action

Users that process Nationwide Customer Service **must**:

- immediately FAX or scan and e-mail a copy of the signed Application for Coverage to the home county
- mail the original signed Application for Coverage to the home county
- maintain a copy of the signed Application for Coverage.

## 44 State Office Access

### A Requesting Access

If State Office administrative access has **not** already been requested for users in a State Office, requests shall be made according to the following:

- provide the National Office with all State employees who are to have access, and include the following:
  - State name
  - employee's legal first and last name
  - employee's USDA eAuthentication user ID

- \*--provide to Neeru Gulati by e-mail to **neeru.gulati@wdc.usda.gov**

**Note:** Include in the e-mail that the request is for NAP State Office administrative--\* access.

- contact PECD, Program Delivery Branch at 202-720-3464 with any questions or concerns.

**Note:** Additional employees can be added at any time by requesting access according to this subparagraph.

### B Access Authority

State Office administrative users have the ability to:

- complete NAP for any producer within their assigned State
- print reports for any county within their assigned State
- access Nationwide Customer Service
- override crop eligibility on the Application for Coverage
- override original approval dates
- \*--authorize refund of manually recorded NAP service fees (2015 only).--\*

**Note:** Nothing in these software instructions should be interpreted as any deviation from policy that NAP service fees are **not** refundable. These software instructions are **only** applicable to situations where FSA has, for its own reasons, determined that service fees **must** be returned.

45-59 (Reserved)

**186 Copying Approved Yield Data****A Overview**

The previous year approved yield database will be copied and recorded as the current year approved yield. Records will **not** be copied:

- from the previous year if both producer and COC representative signature dates are **not** entered
- to or from a year the crop was **not** on CCC-471.

**B Copy Process**

The copy process is on a record-by-record basis and is initiated by accessing the crop record. The process can only be done once per individual record. The following fields are copied and recorded for the current year:

- “Crop Year”
- “Eligible Disaster Indicator”
- “Planted Acres”
- “Actual Production”
- “Record Type”
- “Yield Type”
- “Yield”
- “Approved Yield”, which is copied into the “Prior Approved Yield” field.

If the previous year’s approved yield database includes the maximum number of years, 5 or 10, as applicable, then the oldest year in the database that does **not** have an actual or assigned yield is dropped and the most recent historical year is added. If all records are actual or assigned, then the oldest record is dropped.

The yield type and yield are **not** copied and recorded for the current year if a yield was based on a percentage of the transitional yield.

**C Update Approved Yield**

The current year approved yield database will use the copied data. All applicable changes and additions must be entered, the record updated, and producer and COC representative signature dates entered before the approved yield is valid.

**187-199 (Reserved)**



**\*--Section 7 Premium Collection and Management System**

**Subsection 1 Search by Producer**

**200 SCIMS Customer Search**

**A Overview**

When users select the “Search by Producer” option under “Premium Management”, the SCIMS Customer Search Screen will be displayed. The SCIMS Customer Search Screen provides users with a method of searching SCIMS to find the applicable producer. The producer can be selected by type, name, tax ID, or other. See 1-CM for additional information on SCIMS.

**B Example of SCIMS Customer Search Screen**

Following is an example of the SCIMS Customer Search Screen.

The screenshot shows the SCIMS Customer Search interface. At the top, it features the USDA United States Department of Agriculture Farm Service Agency logo on the left and the SCIMS Customer Search logo on the right. A navigation bar includes links for Scims Search Home, About Scims Search, Help, Contact Us, Exit, and Logout of eAuth. Below this is a blue header with the text "Please Select A Customer".

The main search area is divided into several sections:

- Location:** Includes a "State:" dropdown menu set to "FLORIDA", a "County:" dropdown menu set to "MIAMI-DADE", a "Service Center (Optional):" dropdown menu set to "FLORIDA CITY SERVICE CENTER", a "Service Center Details" button, and a "National Search:" checkbox.
- Type:** Includes radio buttons for "Individual", "Business", "Both" (selected), "Active", and "Active and Inactive".
- Name:** Includes radio buttons for "Starts With" and "Exact Match" (selected), and input fields for "Last or Business:" and "First:".
- Tax ID:** Includes an "ID:" input field, an "ID Type:" dropdown menu set to "SELECT ONE", and radio buttons for "Whole ID" (selected) and "Last 4 Digits".
- Other:** Includes input fields for "Common Name:", "Zip Code:", and "Phone No:".

At the bottom of the form are three buttons: "Search", "Reset", and "Cancel".

After entering search criteria and clicking “Search”, the user must select the applicable customer/producer from the search results screen. The Premium Collection Screen will be displayed. See paragraph 201.--\*

**\*--201 Premium Collection Screen**

**A Overview**

The Premium Collection Screen:

- provides premium collection history
- allows entry of remittance information for premium collection.

**Note:** The premium collection software does not calculate the premium balance due. Users shall follow procedure in Part 3, Section 2 to calculate an estimated premium.

**B Example of Premium Collection Screen**

Following is an example of the Premium Collection Screen.

**Premium Collection**

**Year:** 2015                      **State:** Florida                      **County:** Lee  
**Producer:** PRODUCER, ANY A

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**Premium Collections**

Total Premium Paid: **\$1,056.45**

Submitted	Amount	NRRS Receipt ID	Status	Action
<i>Florida - Dade, Monroe</i>				
08/07/2015	\$475.95	164019	Verified	
<i>Wire Transfer, 08/03/2015, \$475.95, 123654W MIAMI-DADE COUNTY FARM SERVICE AGENCY, FL</i>				
08/07/2015	\$245.35	164020	Active/Verified	<a href="#">Cancel</a>
<i>Wire Transfer, 08/04/2015, \$245.35, 147258W PRODUCER, ANY B MIAMI-DADE COUNTY FARM SERVICE AGENCY, FL</i>				
<i>Florida - Lee</i>				
08/07/2015	\$335.15	164021	Unscheduled	<a href="#">Cancel</a>
<i>Wire Transfer, 08/05/2015, \$335.15, 369258W LEE COUNTY FARM SERVICE AGENCY, FL</i>				

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**Remittance Information**

Remittance Office:

**Remitter:** PRODUCER, ANY A                      [Select from SCIMS](#)

Remittance Type:

Remittance Amount:

Check/Item Number:

Check/Item Date:

Amount to apply to Premium Collection:

--\*

\*--201 Premium Collection Screen (Continued)

**C Field Descriptions and Actions**

The following table provides field descriptions and actions for the Premium Collection Screen.

Field/Button	Description	Action
<b>Premium Collection</b>		
Total Premium Paid	The amount of NAP premiums the producer has paid nationwide.	
Submitted Amount	The submission dates, amounts, NRRS reference numbers, and statuses of previously collected NAP premiums.	
NRRS Receipt ID		
Status	<b>Note:</b> See subparagraph D for a list of status descriptions.	
Additional Collection Information	The Remittance Type, Check/Item Date, Check/Item Number, Remitter name (if paid by a producer other than the applicant), and Remittance Office of previously collected NAP premiums.	
Action/Cancel	County Office users have the authority to cancel collections where the remittance has not yet been placed on a schedule of deposit. The remittance must be in a status of “unscheduled” in NRRS.  State Office administrative users may cancel a remittance in either an “unscheduled” or “active-verified” status.	See paragraph 203 to cancel a premium collection.
<b>Remittance Information</b>		
Remittance Office	The FSA office receiving and depositing the collection. Defaulted to the office to which the user is associated, unless there is more than one, then required selection. The drop-down list contains all offices to which the user is associated.	Select the county, where the premium is being deposited, from the drop-down list.
Remitter	The payer of the applicant’s premium. Manual selection. Defaulted to the selected producer. <b>Must</b> be modified when the applicant is not the remitter.	If someone other than the applicant is paying for the applicant’s premium, CLICK “Select from SCIMS” to select the actual remitter from SCIMS.
Remittance Type	The form of payment received from the remitter. Required selection, if a collection is being submitted. The drop-down list contains:  <ul style="list-style-type: none"> <li>• Personal Check</li> <li>• Cashier Check</li> <li>• Money Order</li> <li>• Multi-Party Check</li> <li>• Wire Transfer</li> <li>• Cash and Coin.</li> </ul>	Select the applicable form of payment received from the remitter.

--\*

\*--201 Premium Collection Screen (Continued)

C Field Descriptions and Actions (Continued)

Field/Button	Description	Action
Check/Item Number	The identifying number associated with the payment received from the remitter. Required manual entry if a collection is being submitted, with the exception of "Cash and Coin".	Enter the item number from the actual payment, such as check number.
Remittance Amount	The actual amount of the payment received from the remitter. Required manual entry, if a collection is being submitted.	Enter the amount of the actual payment, such as check amount.  <b>Note:</b> Amount may be less than, equal to, or greater than the premium due.  The amount will be less than the NAP premium due if the remitter is not paying the entire premium. The amount will be more than the premium due if the remitter is paying multiple fees and/or premiums. (that is remittance for multiple applicants and/or program fees and/or premiums)
Check/Item Date	The date listed on the payment received from the remitter. Required manual entry or selection, if a collection is being submitted.	Enter or select the date from the actual payment, such as check date.  <b>Note:</b> Date must be less than or equal to the current date.
Amount to apply to Premium Collection	The portion of the remittance amount to be applied to the producer's NAP premium. Required manual entry, if a collection is being submitted.	Enter the amount of the remittance to be applied to the producer's NAP premium balance due.  <b>Note:</b> Amount may be less than or equal to, but not greater than the producer premium balance due.
Save & Submit	Saves the entered remittance information and submits to NRRS to be managed. The Premium Collection Screen will be re-displayed with the collection listed.	CLICK "Save & Submit" to send remittance information to NRRS.
<b>Other</b>		
NAP Main Menu	Manual selection.	The Main Menu will be displayed. See paragraph 42.
Save & Print	A report of producer premiums paid, after saving pending remittance information and submitting it to NRRS to be managed will be displayed. See paragraph 215 for report details.	CLICK "Save & Print" to create a report of producer premiums paid. The report will open in a separate window.

--\*

## \*--201 Premium Collection Screen (Continued)

**D Premium Collection Status Descriptions**

The following table provides a list of statuses that may be displayed for previous collections listed in the premium collections table on the Premium Collection Screen and the Producer Premium Collection Report.

Status	Description
Unscheduled	Premium collection was recorded in NAP and submitted directly into NRRS by the system. The remittance has been confirmed by NRRS as being “unscheduled”.  <b>NRRS (Unscheduled):</b> The remittance has not been placed on a schedule of deposit.
In Process	Premium collection was recorded in NAP and submitted directly into NRRS by the system. The remittance has been confirmed by NRRS as being “in-process”.  <b>NRRS (In-Process):</b> The remittance is in the process of being placed on a schedule of deposit.
Scheduled	Premium collection was recorded in NAP and submitted directly into NRRS by the system. The remittance has been confirmed by NRRS as being “scheduled”.  <b>NRRS (Scheduled):</b> The remittance has been placed on a schedule of deposit, but not verified.
Verified	Premium collection was recorded in NAP and submitted directly into NRRS by the system. The remittance has been confirmed by NRRS as being “funded”.  <b>NRRS (Funded):</b> The remittance is on a verified schedule of deposit.
Active/Verified	Premium collection was recorded in NAP and submitted directly into NRRS by the system. The remittance has been confirmed by NRRS as being “active-verified”.  <b>NRRS (Active-Verified):</b> The remittance is on a verified schedule of deposit and has been activated to allow receipts to be added or deleted.
Dishonored	Premium collection was recorded in NAP and submitted directly into NRRS by the system; however, the remittance has been determined “unfunded” by NRRS.  <b>NRRS (Unfunded):</b> The external collection’s associated remittance has been dishonored.
Canceled	Premium was recorded in NAP and submitted directly into NRRS by the system; however, the collection was subsequently canceled within the NAP Premium Collection and Management System and the remittance has been confirmed by NRRS as being “deleted”.  <b>NRRS (Deleted):</b> The remittance is on a schedule of deposit that has been deleted.

--\*

**\*--202 State Office Access**

**A Overview**

State Office functionality allows State Office administrative users to cancel remittances that are in an “unscheduled” or “active-verified” status.

**Note:** County Office users have the ability to cancel remittances that are in an “unscheduled” status only.

State Office administrative users shall navigate to the Premium Collection Screen according to paragraphs 42 and 200. See paragraph 203 to cancel a remittance.

**Note:** See paragraph 44 for instructions on requesting State Office administrative access.

**B Example of Premium Collection Screen**

Following is an example of the Premium Collection Screen.

Premium Collection				
Year: 2015		State: Florida		County: Lee
Producer: PRODUCER, ANY A				
Premium Collections				
Total Premium Paid: <b>\$1,056.45</b>				
Submitted	Amount	NRRS Receipt ID	Status	Action
<b>Florida - Dade, Monroe</b>				
08/07/2015	\$475.95	164019	Verified	
<i>Wire Transfer, 08/03/2015, \$475.95, 123654W MIAMI-DADE COUNTY FARM SERVICE AGENCY, FL</i>				
08/07/2015	\$245.35	164020	Active/Verified	<a href="#">Cancel</a>
<i>Wire Transfer, 08/04/2015, \$245.35, 147258W PRODUCER, ANY B MIAMI-DADE COUNTY FARM SERVICE AGENCY, FL</i>				
<b>Florida - Lee</b>				
08/07/2015	\$335.15	164021	Unscheduled	<a href="#">Cancel</a>
<i>Wire Transfer, 08/05/2015, \$335.15, 369258W LEE COUNTY FARM SERVICE AGENCY, FL</i>				

--\*

**C Action**

See paragraph 203 to cancel a collection.--\*

**\*--203 Modifying or Canceling a Collection****A Overview**

Premium collections may need to be modified or canceled for 1 or more of the following reasons:

- erroneous crop was removed from CCC-471
- the producer was determined to be a limited resource producer, socially disadvantaged producer, or beginning farmer/rancher, after the premium was collected at non-reduced rate
- CCC-471 was canceled
- remittance information was entered incorrectly.

**Note:** Nothing in this procedure should be interpreted as any deviation from policy that NAP premiums are **not** refundable. These procedures are **only** applicable to situations where FSA has, for its own reasons, determined that premiums **must** be returned.--\*

**\*--203 Modifying or Canceling a Collection (Continued)**

**B Example of Premium Collection Screen**

The following is an example of the Premium Collection Screen with the option to “Cancel” specific premium collections only.

Premium Collection				
<b>Year:</b> 2015	<b>State:</b> Florida		<b>County:</b> Lee	
<b>Producer:</b> PRODUCER, ANY A				
<b>Premium Collections</b>				
Total Premium Paid: <b>\$1,056.45</b>				
Submitted	Amount	NRRS Receipt ID	Status	Action
<b>Florida - Dade, Monroe</b>				
08/07/2015	\$475.95	164019	Verified	
<i>Wire Transfer, 08/03/2015, \$475.95, 123654W MIAMI-DADE COUNTY FARM SERVICE AGENCY, FL</i>				
08/07/2015	\$245.35	164020	Active/Verified	<a href="#">Cancel</a>
<i>Wire Transfer, 08/04/2015, \$245.35, 147258W PRODUCER, ANY B MIAMI-DADE COUNTY FARM SERVICE AGENCY, FL</i>				
<b>Florida - Lee</b>				
08/07/2015	\$335.15	164021	Unscheduled	<a href="#">Cancel</a>
<i>Wire Transfer, 08/05/2015, \$335.15, 369258W LEE COUNTY FARM SERVICE AGENCY, FL</i>				

**C Modifying a Collection**

To modify a collection, users shall:

- cancel the collection, according to subparagraph D
- re-enter the remittance using the corrected information, according to paragraph 201.

**Note:** There is currently no other modification functionality. A remittance can only be corrected by canceling and re-entering.--\*

**\*--203 Modifying or Canceling a Collection (Continued)**

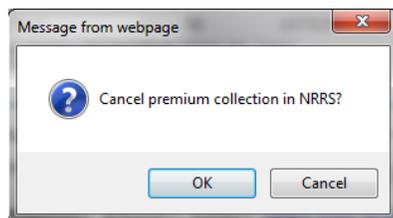
**D Canceling a Collection**

To cancel a remittance:

- County Office users shall ensure that the remittance is in “unscheduled” status in NRRS
- State Office administrative users shall ensure that the remittance is in “unscheduled” or “active-verified” status in NRRS

**Note:** If a remittance is in a status other than “unscheduled” or “active-verified”, action must be taken in NRRS to change the status to “active-verified” or “unscheduled”, as applicable, before the collection can be canceled. No refund will be processed for cancellations of “unscheduled” remittances. Canceling a remittance in "active-verified" status will result in an out-of-balance on the remittance, which can be applied to another program, by creating a new receipt, or the balance can be refunded through NRRS as "REFREP". Once the remittance is back in balance (that is has a zero outstanding amount), the remittance must be de-activated to complete the correction process. It is highly recommended that the activation and de-activation of the receipt be done on the same day.

- CLICK “Cancel” next to the applicable collection
- CLICK “OK” on the Confirmation Screen.



**Note:** The screen will refresh with the status of the collection updated to “Canceled”.

<b>Florida - Lee</b>			
08/07/2015	<del>\$335.15</del>	164021	<b>Canceled</b>
<i>Wire Transfer, 08/05/2015, \$335.15, 369258W LEE COUNTY FARM SERVICE AGENCY, FL</i>			

**Note:** If the remittance is not in an “active-verified” or “unscheduled” status, the “Cancel” option will not be available. The user must take action in NRRS before canceling the collection from NAP.--\*

**204-214 (Reserved)**



**\*--Subsection 2 Reports**

**215 Producer Premium Collection Report**

**A Overview**

The Producer Premium Collection Report provides a list of premiums paid for the producer.

To access the Producer Premium Collection Report, CLICK “Save & Print” on the Premium Collection Screen for the applicable producer, see paragraph 201.

**B Example of Producer Premium Collection Report**

The following is an example of the Producer Premium Collection Report.

Year: 2015	United States Department of Agriculture Farm Service Agency NAP Premium Collection				Date: 8/20/2015 Time: 17:12:18	
Producer: PRODUCER, ANY A						
Submitted	Remittance Type	Check/Item Number	Check/Item Date	Remittance Amount	Applied Amount	Status
08/07/2015	Wire Transfer	123654W	08/03/2015	\$475.95	\$475.95	Verified
08/07/2015	Wire Transfer	147258W	08/04/2015	\$245.35	\$245.35	Active/Verified
08/07/2015	Wire Transfer	369258W	08/05/2015	\$335.15	\$335.15	Unscheduled
Producer Paid: \$1,056.45						

**C Report Information**

The Producer Premium Collection Report lists all premiums paid for the selected producer. The details for each collection are displayed, with the current NRRS status for each remittance. See subparagraph 201 D for more information about NRRS statuses.--\*

**\*--216 Standard Reports**

**A Overview**

Several standard reports are available to use as tools within the Premium Collection and Management System. To access the reports, CLICK “Reports” from the Main Menu or from the left navigation menu.

**B Example of Reports Screen**

The following is an example of the Reports Screen.

The screenshot shows a web interface titled "Reports". At the top, there is a blue header bar with the word "Reports" in white. Below the header, there are three filter fields: "Year: 2015", "State: Florida", and "County: Dade, Monroe". A horizontal line separates these filters from the main content area. In the main content area, there is a radio button next to the text "Producer Premium Transaction Summary Report". Below this, there are two date picker fields labeled "Start Date:" and "End Date:". At the bottom of the form, there are two buttons: "Create Report" and "NAP Main Menu".

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\*--216 Standard Reports (Continued)

**C Field Descriptions and Actions**

The following table provides field descriptions and actions for the Reports Screen.

<b>Report/Field/Button</b>	<b>Action</b>	<b>Result</b>
Producer Buy-Up Coverage Premium Report ( <b>future release</b> )	Manual selection.	Report will list all producers with an “approved” Application for Coverage on file with at least one pay group with a buy-up coverage level elected.
Producer Premium Transaction Summary Report	Manual selection.	Report will list all producers with premium collections on file in any office to which the user is associated. The total premiums paid for each producer will be displayed on the report. A future release will show more details.
Start Date	Manual entry.	Enter a start date to limit data displayed on the selected report.  <b>Note:</b> Start date is not required.
End Date	Manual entry.	Enter an end date to limit data displayed on the selected report.  <b>Note:</b> End date is not required.
Create Report	Manual selection.	Selected report will be displayed in a new window.
NAP Main Menu	Manual selection.	Main Menu will be displayed. See paragraph 42.

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