

For: State and County Offices

Correcting Out-of-Balance Deposit Schedules and Migrating Files to the Web-Based National Receipts & Receivables System (NRRS)

Approved by: Acting Associate Administrator for Operations and Management



1 Overview

A Background

With the planned migration of legacy System 36/AS 400 cash receipts, receivables, and claims operations to the web-based NRRS, there is a critical need for County Offices to bring all missing and outstanding out-of-balance deposit schedules current. This includes ensuring that all CCC-257's are in balance and transmitted to Kansas City. If there are any outstanding issues with any CCC-257's that are unresolved, County Offices need to follow-up with the Help Desk or Kansas City staff to ensure that these are cleared and kept current until County Release No. 675 is installed. This would also include follow-up on items, such as NAP application correction items that are unresolved.

The planned transfer to NRRS is set for September 14, 2009. With this migration effort, applications on System 36 will be disabled on the morning of September 11, 2009, with a planned restart scheduled for September 14, 2009, or September 15, 2009.

B Purpose

This notice provides specific actions to be taken to ensure that unmatched, missing, or out-of-balance CCC-257's are resolved.

Disposal Date	Distribution
January 1, 2010	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

C Contacts

If there are questions about this notice, contact 1 of the following:

- Stephen Yulich, FMD in Kansas City, by either of the following:
 - e-mail to **stephen.yulich@kcc.usda.gov**
 - telephone at 816-926-6453
- Rosalie Randall, FMD in Kansas City, by either of the following:
 - e-mail to **rosalie.randall@kcc.usda.gov**
 - telephone at 816-926-5958.
- Jeffrey O'Connell, FMD in Kansas City, by either of the following:
 - e-mail to **jeffrey.oconnell@kcc.usda.gov**
 - telephone at 816-823-1447

2 Action

A County Office Action

County Offices shall take the following actions to ensure that the data migration will be successful.

- Correct all CCC-257's that are out-of-balance. Check for out-of-balance or pending CCC-257's according to 3-FI, paragraph 101. For all deposits that are received after System 36 cash receipts function is disabled, deposit the funds in the bank and record the deposits in NRRS when NRRS is operational.
- Queue and transmit any nontransmitted files. Contact the State Office for help if needed.
- Verify with the local banks that there is only the previous day's deposit or a zero balance in the bank, according to 7-FI, paragraph 95. Contact the State Office for help if there is money in the account other than the previous day's deposit.
- Verify the bank mailing address information on CCC-257's. If the address must be corrected, see 3-FI, paragraph 61.
- Mail deposits to the St. Louis, Missouri, lockbox timely on September 10, 2009, if the County Office is a lockbox county.

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2 Action (Continued)

B State Office Action

State Offices shall take the following actions.

- Followup with County Offices to make sure that all CCC-257's are brought current.
- Assist County Offices if there is any money in the Concentration Banking account other than the previous day's deposit. For situations with the local depository, see 7-FI paragraph:
 - 95 for verifying account balances and timely withdrawals
 - 150 for resolving compensation disputes
 - 151 for correcting invoices.