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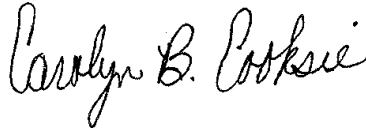Washington, DC 20250

For: State and County Offices

National Receipts and Receivables System (NRRS) Web-Based Application for FLP Payments

Approved by: Associate Administrator for Operations and Management

Carolyn B. Cooksie

1 Overview

A Background

NRRS has been created to replace the System 36/AS 400 collection and claim establishment functions for nonautomated programs. NRRS will use the SCIMS name and address information and current SCOAP accounting tables.

Cash receipts functions have been handled on the System 36/AS 400 for all program collections. Now the nonautomated collections as well as all claim/receivable functions will be created and maintained in NRRS.

The terms "borrower" and "customer" may be used interchangeably within this notice. When an NRRS screen displays the word "collection", the term "payment" should be used interchangeably within the notice.

B Purpose

This notice provides instructions for the application of FLP payments through NRRS.

C Contacts

If there are questions about this notice, State Offices shall contact the following as appropriate.

Issues	Contact
FLP	• Carolyn Lane at 314-539-3481 or **carolyn.lane@stl.usda.gov** • Lisa L. Randolph at 314-539-7198 or **lisa.randolph@stl.usda.gov**
NRRS Collections (FLP Payments)	Stephen Yulich at 816-926-6453 or **stephen.yulich@kcc.usda.gov**

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

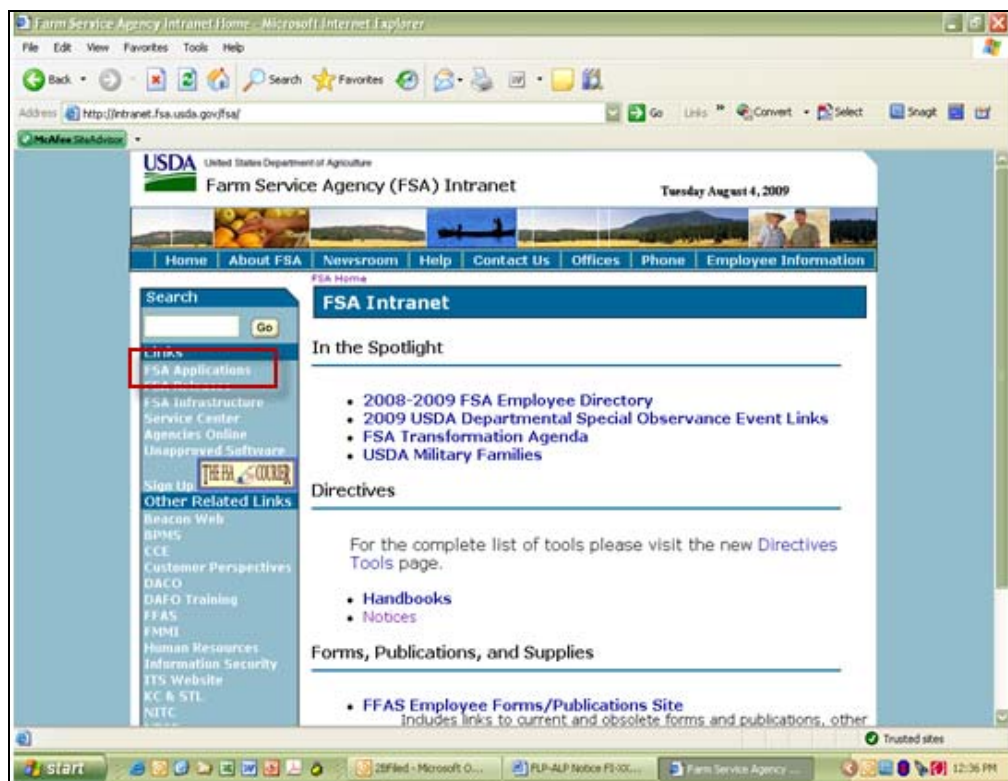**2   Using NRRS in State or County Offices**

A   When to Use NRRS

NRRS must be used for all FLP payments (collections).

B   Login to NRRS

State or County Office employees must have a valid Level 2 e-Authentication ID and password to login. To login to NRRS, do the following:

- go to FSA's Intranet Home Page at **http://fsaintranet.sc.egov.usda.gov/fsa/**, and CLICK "FSA Applications" under Links

2   Using NRRS in State or County Offices (Continued)

B   Login to NRRS (Continued)

- scroll down and CLICK "Financial Applications" under Financial Services.
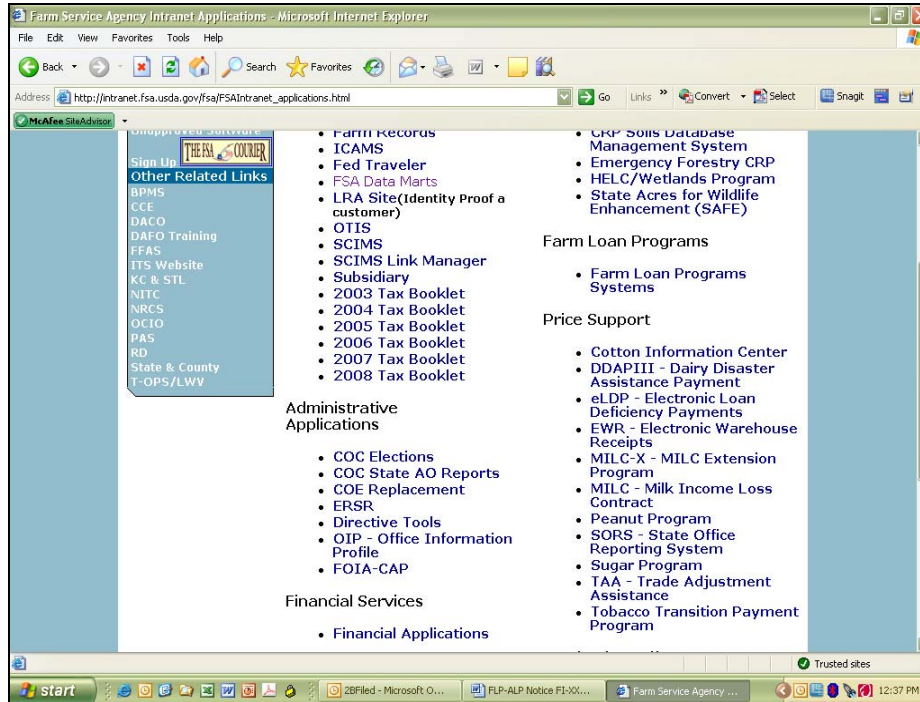
The following is an example of the FSA Intranet Financial Applications Screen. To access the NRRS Home Page, CLICK "National Receipts and Receivables System".
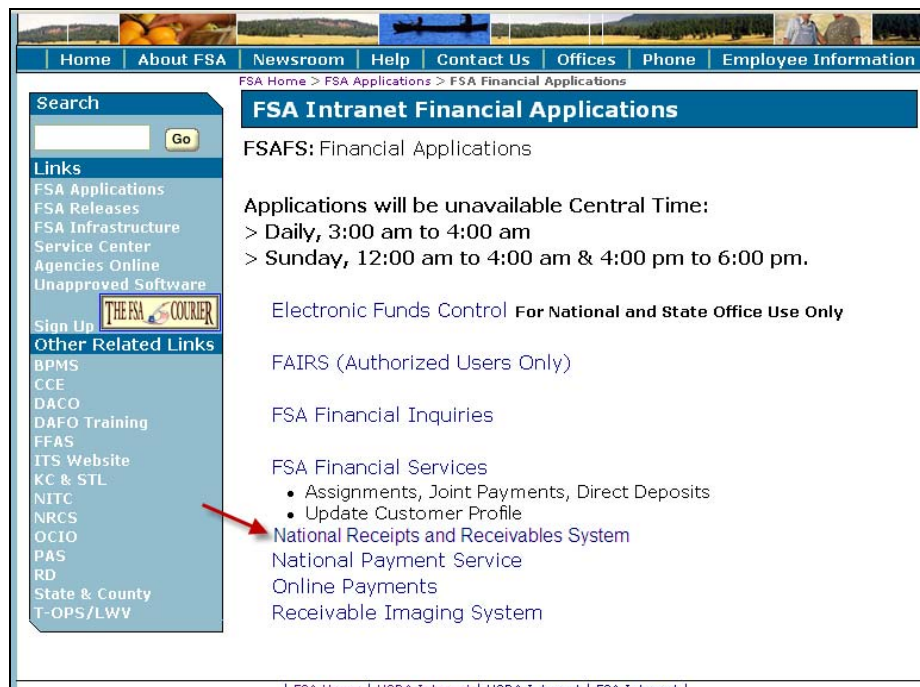
2   Using NRRS in State or County Offices (Continued)

B   Login to NRRS (Continued)

The following e-Authentication Warning Screen will be displayed. CLICK "I Agree".
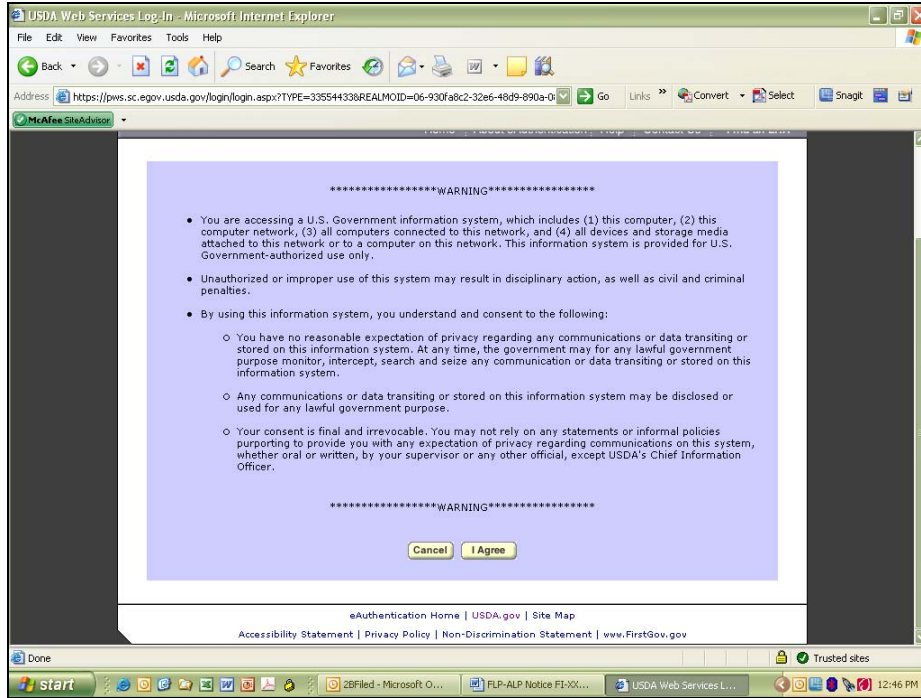
The e-Authentication Login Screen will be displayed. Enter a valid e-Authentication user ID and password, and CLICK "Login".
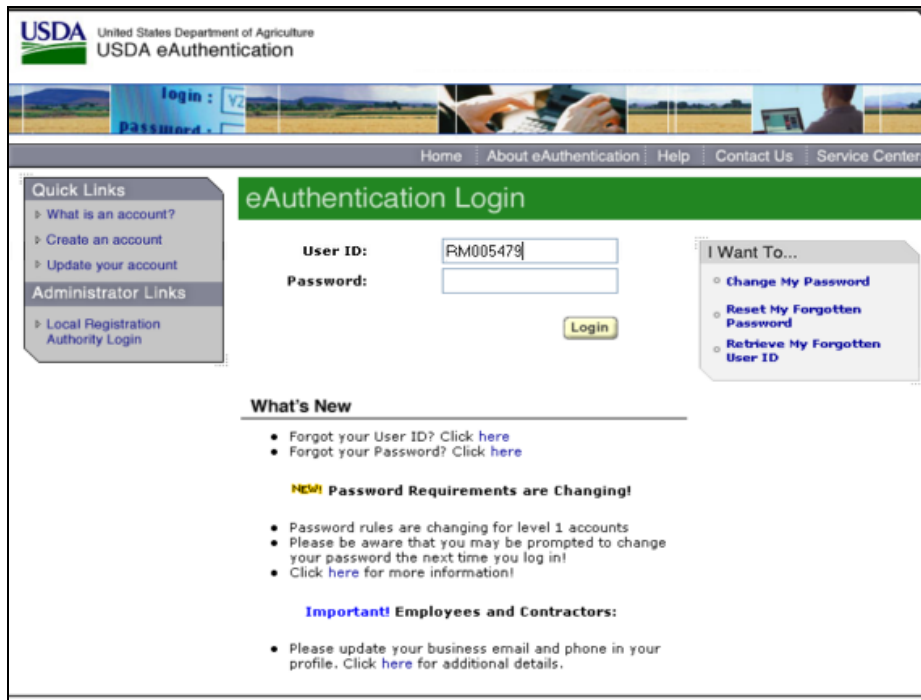
2   Using NRRS in State or County Offices (Continued)

C   Example of NRRS Home Page

The following is an example of the NRRS Home Page. Under the NRRS menu on the left, users should click the option of the function to be performed.
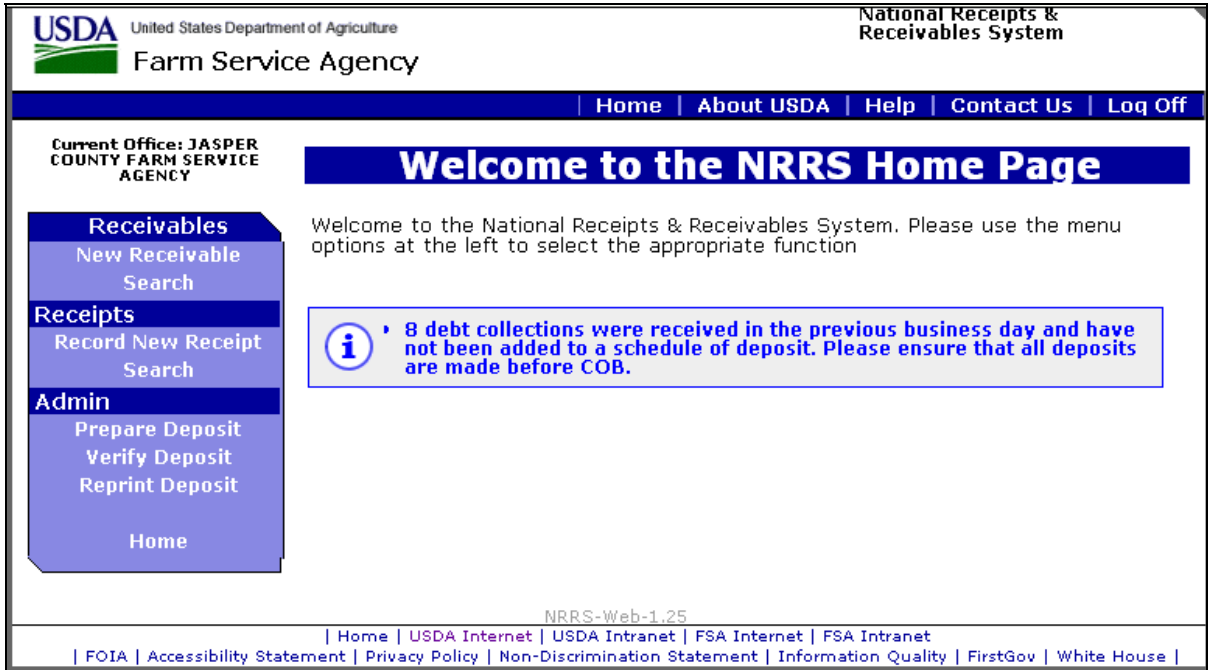
Note: The message, "8 debt collections were received in the previous business day and have not been added to a schedule of deposit. Please ensure that all deposits are made before COB.", is informational and will show how many collections were received that have **not** been added to a schedule of deposit. If there are none, the message, "No debt collection was received in the previous business day that has not been added to a schedule of deposit.", will be displayed.

D   NRRS Standard Links

The following links are standard throughout the top banner of NRRS to assist users with common functions.

Link	Functions
Home	Returns users to the NRRS Home Page.
About USDA	Opens a web session at the FSA Internet Home Page.
Help	Opens a web session at the FSA Intranet Help Desk.
Contact Us	Allows users to send an e-mail to the National Help Desk.
Log Off	Allows users to log off NRRS.

2   Using NRRS in State or County Offices (Continued)

D   NRRS Standard Links (Continued)

The following links are standard throughout the left banner of NRRS to assist users with common functions.

NRRS Menu Link	Functions
Receivables	
New Receivable	Allows users to establish a new receivable.
Search	Allows users to search for an already existing receivable.
Receipts	
Record New Receipt	Allows users to create and allocate a new receipt.
Search	Allows users to search for a receipt.
Admin	
Prepare Deposit	Allows users to prepare a schedule of deposit.
Verify Deposit	Allows users to verify deposits have been made.
Reprint Deposit	Allows users to reprint a deposit.
Home	Returns users to the NRRS Home Page.

E   Online Help

Online help will be available throughout NRRS. Click the question mark in a circle to the right of the field of entry.

3   Record a New FLP Payment

A   Overview

If a check covering multiple borrowers is received and a portion of the check should be refunded to 1 or more borrowers (former REFREP process), the portion to be applied to the borrower's accounts should be processed using subparagraph B. The remittance/credit amount should reflect the portion of the check that will be applied to the borrower's loans.

The portion of the check that should be refunded to the borrower (former REFREP process) should be processed using subparagraphs E and F. The remittance/credit amount should reflect the portion of the check that will be returned to the borrower.

Example: One check is received for $800 for 3 payees/borrowers. Borrowers 1 and 2 request that their portions of the check be applied to their FLP loans. The recording of their payment will be processed for $600 ($300 per borrower) using the process identified in subparagraph B.

Borrower 3 requests that his or her portion of the check be returned to him or her. The issuance of the check should be processed for $200 as outlined in subparagraphs E and F.

3   Record a New FLP Payment (Continued)

B   Record a New FLP Receipt

The State or County Office should CLICK "Record New Receipt". The Create New Receipt Screen will be displayed.

Enter the following:

- remittance amount

- remitter name

    Notes: The remitter is the person delivering the check or cash, or the person who signed the check (in the case of mailed-in payments). It may be different than the borrower.

    Do **not** use any punctuation or special characters.

- remittance type from the drop-down menu

- check or item number

- collection type from the drop-down menu

- effective date.

    Note: NRRS will prefill this with the current date. This is **not** the date of credit. This date should be the actual date the money (cash or checks) is received in the office, either delivered by hand or received in the mail.

3   Record a New FLP Payment (Continued)

B   Record a New FLP Receipt (Continued)

CLICK "Submit" to create a pending receipt. The Enter Farm Loan Customer Data Screen will be displayed.

Enter the following:

- program code from the drop-down menu

    Note: Select "FCP" for all FLP payments and "01APL" for apple loan activity.

- applicable collection code from the drop-down menu

- applicable borrower case State number from the drop-down menu

- applicable borrower case county number from the drop-down menu

- repayment date

    Note: Enter the **date of credit**.

- customer ID number

    Note: Enter the borrower's tax ID number.

3   Record a New FLP Payment (Continued)

B   Record a New FLP Receipt (Continued)

- customer ID type from the drop-down menu

- customer name

    Note: Enter the borrower's name.

- credit amount.

    CLICK "Submit". The Enter Farm Loan Special Data Screen will be displayed.

3   Record a New FLP Payment (Continued)

B   Record a New FLP Receipt (Continued)

Enter applicable data.

Note: If the final payment code is required, an uppercase "X" must be used.

CLICK "Submit".

The Confirm Receipt Creation Screen will be displayed.

3   Record a New FLP Payment (Continued)

B   Record a New FLP Receipt (Continued)

Review all information. If it is correct, CLICK "Confirm" to transmit. If **not** correct, CLICK "Back" to go to the previous screen and correct the data.

The Receipt Successfully Recorded Screen will be displayed.

If the customer requests a receipt, CLICK "Print Receipt" to generate a receipt.

3 Record a New FLP Payment (Continued)

B Record a New FLP Receipt (Continued)

The following screen displays the customer's receipt. CLICK "Print" at the top of the screen to print the customer's receipt, if desired.

3   Record a New FLP Payment (Continued)

C   Prepare a Schedule of Deposit

The State or County Office should CLICK "Prepare Deposit". The Prepare Schedule of Deposit Screen will be displayed.
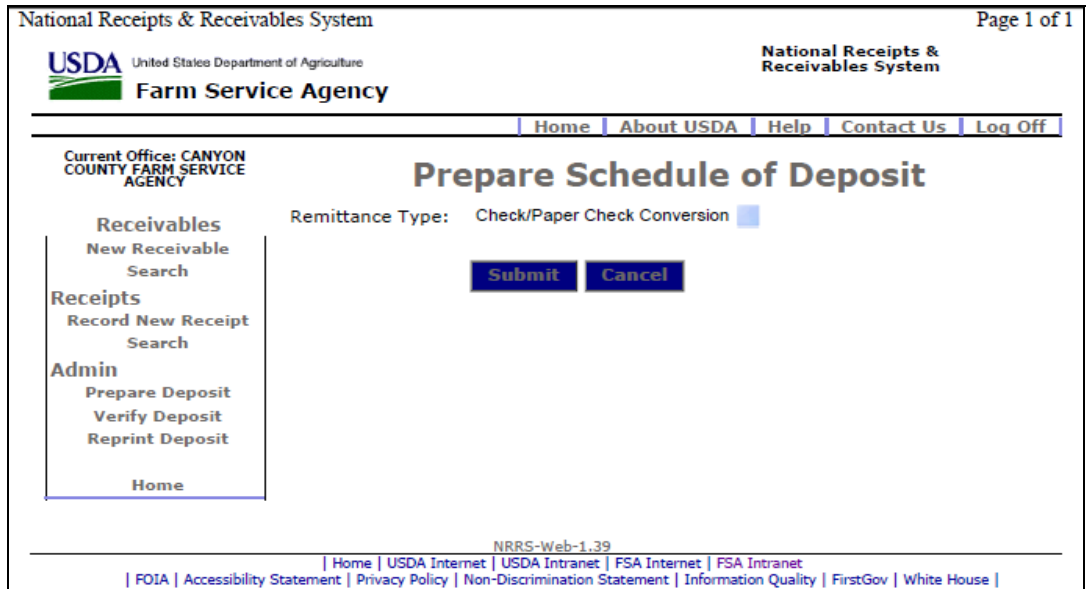
The drop-down menu contains the following remittance types:

- Check/Paper Check Conversion
- Concentration Banking System
- Wire Transfers
- LockBox
- Cash and Coin
- Manual
- Centralized Cotton Redemption.

Select either "Concentration Banking System" or "LockBox" to generate the Schedule of Deposit.

Note: Once a remittance type has been selected, only receipts that were submitted as that type will display on the Schedule of Deposit Details Screen. Therefore, separate schedules of deposit must be made for each remittance type.

Example: If the County Office receives both cash and check payments in a day, 2 schedules of deposit will need to be prepared, because the cash payments will **not** display when the "Check/Paper Check Conversion" remittance type is selected. The County Office will need to complete the schedule of deposit for the checks, then return to the Prepare Schedule of Deposit Screen and select the "Cash" remittance type from the drop-down menu to prepare the schedule of deposit for the cash payments.

3   Record a New FLP Payment (Continued)

    C   Prepare a Schedule of Deposit (Continued)

Once the remittance type is selected, CLICK "Submit". The Schedule of Deposit Details Screen will be displayed.

Review the details. If the schedule does **not** include all expected receipts, CLICK "Back" and select a different remittance type from the drop-down menu to see if the "missing" receipt was input as a different type. If the schedule is correct, CLICK "Submit". The Schedule of Deposit Success Screen will be displayed.

3   Record a New FLP Payment (Continued)

C   Prepare a Schedule of Deposit (Continued)

CLICK "Print CCC-257" to display CCC-257. Use the browser's print button to print CCC-257. After printing, CLICK "Home" to return to the NRRS Home Page.

CCC-257
(05-17-1991)

U. S. Department of Agriculture
Farm Service Agency
SCHEDULE OF DEPOSIT
For Deposit to the account of CCC-Symbol 4992

Schedule Date
09/07/2009

1. To:
CCC 257 LOCKBOX BANK
PO BOX 953968
SAINT LOUIS MO 63195-3968

2. Report Deposit to:
Kansas City Management Office
P.O. Box 419205
Kansas City, MO 64141-6205

Receipt ID:	Check/Item #	Remitter Name	Total Remittance Amount
238006	54321	LLR 090709 RETEST	$650.00
238009	54321	LLR APLE 090709	$1,150.00
238010	54321	LLR FLP REFUND 090709	$350.00
238011	54321	LLR 090709 RETEST 2	$22,500.00
238012	54321	LLR MULTI MISC 090709	$148.00

3. Number of Deposit Items:	5			
		4. Total Check Amount	$24,798.00	
CCC-257 REPRINT		5. Total Cash	$0.00	
		6. Total Deposit	$24,798.00	

7. BANK USE ONLY

A. Certificate of Deposit Number

8. From: CANYON COUNTY FARM SERVICE AGENCY
2208 E CHICAGO ST SUITE B
CALDWELL, ID 83605-4475

------------ -----------
Signature   Date

B. Date of Deposit	9. State/County Code	10. Schedule Number	11. Deposit Amount	12. CIN
	16-027-6	0030	$24,798.00	00004992-2

3   Record a New FLP Payment (Continued)

D   Verify a Schedule of Deposit

From the NRRS Home Page, CLICK "Verify Deposit". The Verify Schedule of Deposit
Screen will be displayed.

Because of the requirement for separation of duties (3-FI, subparagraph 3 C), users **cannot**
verify schedules of deposit that they have prepared, but they can see them in the Verify
Schedule of Deposit Screen. Select the schedule to be verified by clicking the radio button to
the left of the desired schedule. CLICK "Verify" to process.

3   Record a New FLP Payment (Continued)

D   Verify a Schedule of Deposit (Continued)

The Confirm Verify Schedule of Deposit Screen will be displayed.

Verify the deposit data that is prefilled. Enter the amount of the schedule.

If there are any remarks, enter them into the "Remarks" box. CLICK "Verify" to process.

3   Record a New FLP Payment (Continued)

E   Enter a Transaction When Borrower Requests Release of Proceeds

The steps in this subparagraph:

- replace the REFREP process
- should be used when a borrower requests release of proceeds.

Note: The customer **must** be loaded in SCIMS, or NRRS will **not** be able to transmit the request for payment to NPS.

From the NRRS Home Page, CLICK "Record New Receipt". The Create New Receipt Screen will be displayed.

The effective date is **not** the date of credit and will be pre-filled with the current date.

3   Record a New FLP Payment (Continued)

E   Enter a Transaction When Borrower Requests Release of Proceeds (Continued)

Enter the following:

- remittance amount

- remitter name

  Note: Do **not** use any punctuation or special characters.

- remittance type from the drop-down menu

- check or item number, if applicable

- "Direct Sales" collection type from the drop-down menu

- effective date.

  Note: NRRS will prefill this with the current date. This is **not** the date of credit. This
            date should be the actual date the money (cash or checks) is received in the office,
            either delivered by hand or received in the mail.

CLICK "Submit". The Enter Direct Sales Program Information Screen will be displayed.

Select "FLPREFUND" and the appropriate State and county code from the drop-down
menus.

Note: This is the Farm Program State and county code, **not** the FLP State and county code.

3   Record a New FLP Payment (Continued)

E   Enter a Transaction When Borrower Requests Release of Proceeds (Continued)

The Search for a Customer Screen will be displayed. Enter the borrower's tax ID number in the box, and select the appropriate tax ID type from the drop-down menu. CLICK "Search".

Note: The tax ID type should default to "S".

The Customer Search Results Screen will be displayed.

Click the radio button next to the account customer ID. CLICK "Select".

3   Record a New FLP Payment (Continued)

  E   Enter a Transaction When Borrower Requests Release of Proceeds (Continued)

  The Confirm Direct Sale Screen will be displayed.

  If all of the information is correct, CLICK "Confirm". If it is **not** correct, CLICK "Back"
  and correct the information entered.

3   Record a New FLP Payment (Continued)

   E   Enter a Transaction When Borrower Requests Release of Proceeds (Continued)

   The Receipt Successfully Recorded Screen will be displayed.

   Click the receipt ID number to see the receipt details. Click either of the following:

   • "Home" in the top banner to return to the NRRS Home Page

   • "Log Off" in the top banner to exit NRRS and go to the Online Payment System to process the amount to be refunded. See subparagraph F.

3   Record a New FLP Payment (Continued)

F   Online Payment Processing

To access the Online Payment System, CLICK "Online Payments" from the FSA Intranet Financial Applications Screen.
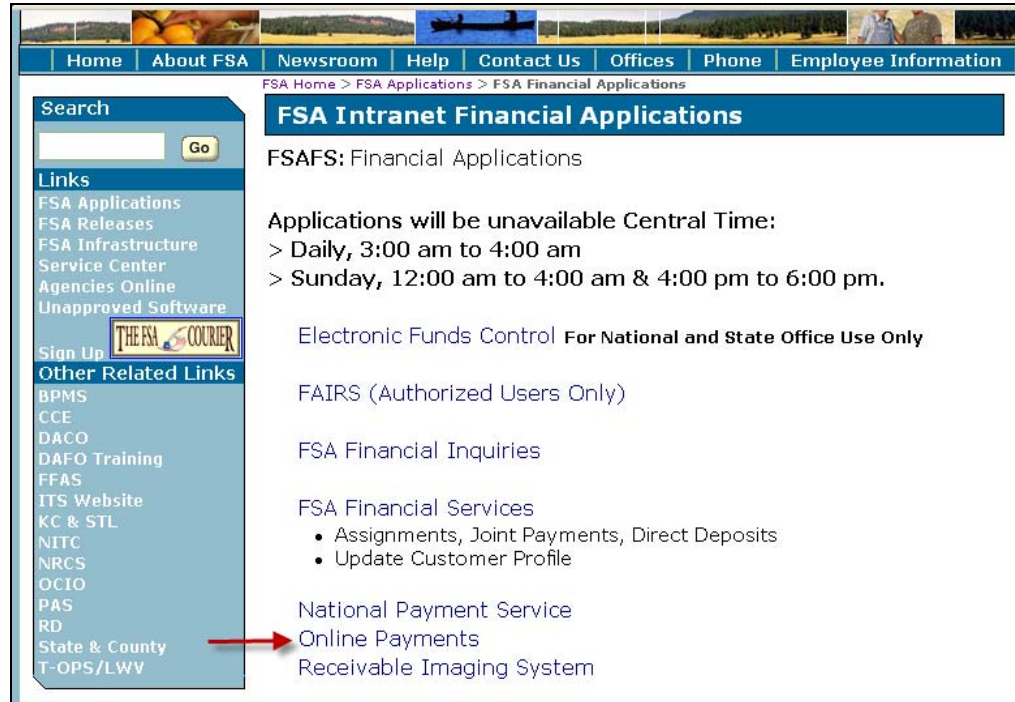
The e-Authentication Warning Screen will be displayed. CLICK "I Agree" and the e-Authentication Login Screen will be displayed. Enter a valid e-Authentication user ID and password, and CLICK "Login".

The following is an example of the Online Payment System Home Page.
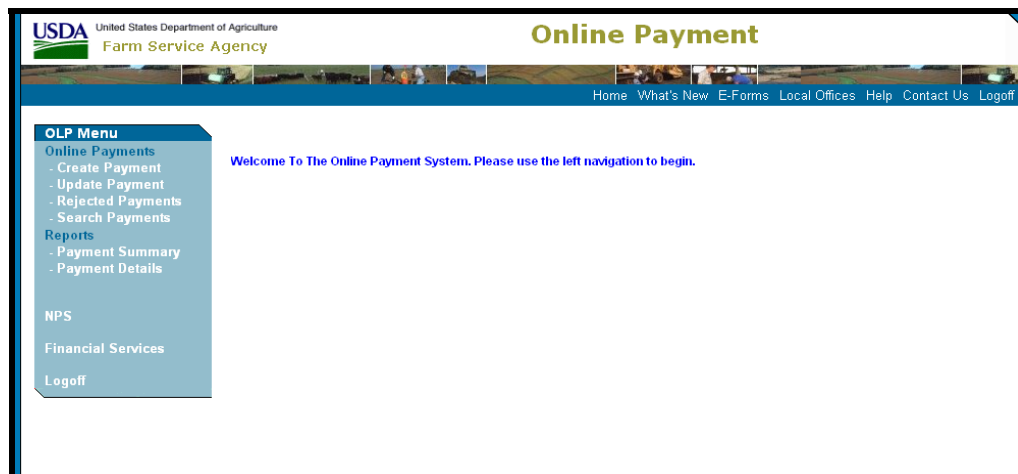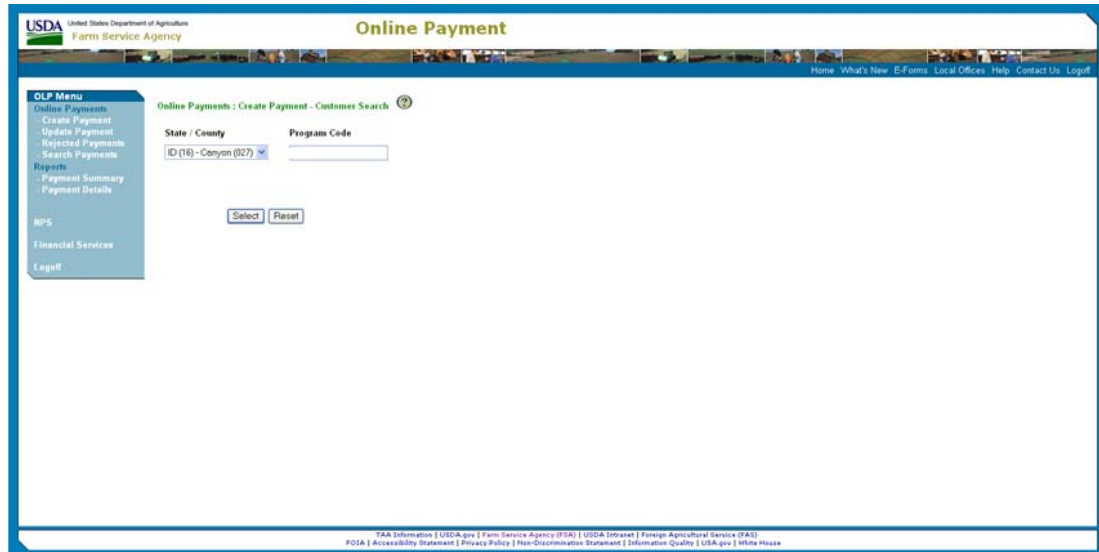
CLICK "Create Payment".

3   Record a New FLP Payment (Continued)
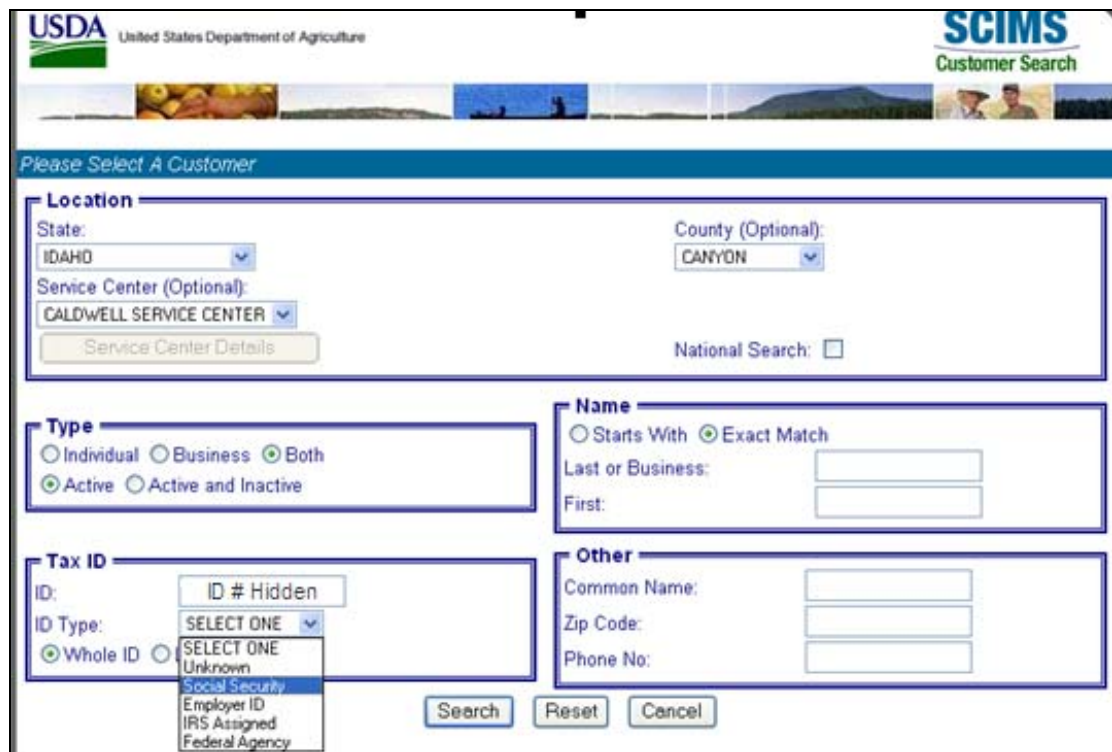
   F   Online Payment Processing (Continued)

   The Customer Search Screen will be displayed. Select the Farm Program State and county
   code from the drop-down menu of the Service Center where the user is physically located.
   ENTER "FLPREFUND" in the "Program Code" field. CLICK "Select".

   The SCIMS Customer Search Screen will be displayed. Select the State, county, and Service
   Center from the drop-down menus. Enter the customer's ID number and select the ID type
   from the drop-down menu. CLICK "Search".

3   Record a New FLP Payment (Continued)

   F   Online Payment Processing (Continued)

      The SCIMS Customer Search Result Screen will be displayed.

      Click on the customer name to display the Payment Entry Screen.

      Enter the following:

      • payment amount

      • confirm amount

3   Record a New FLP Payment (Continued)

F   Online Payment Processing (Continued)
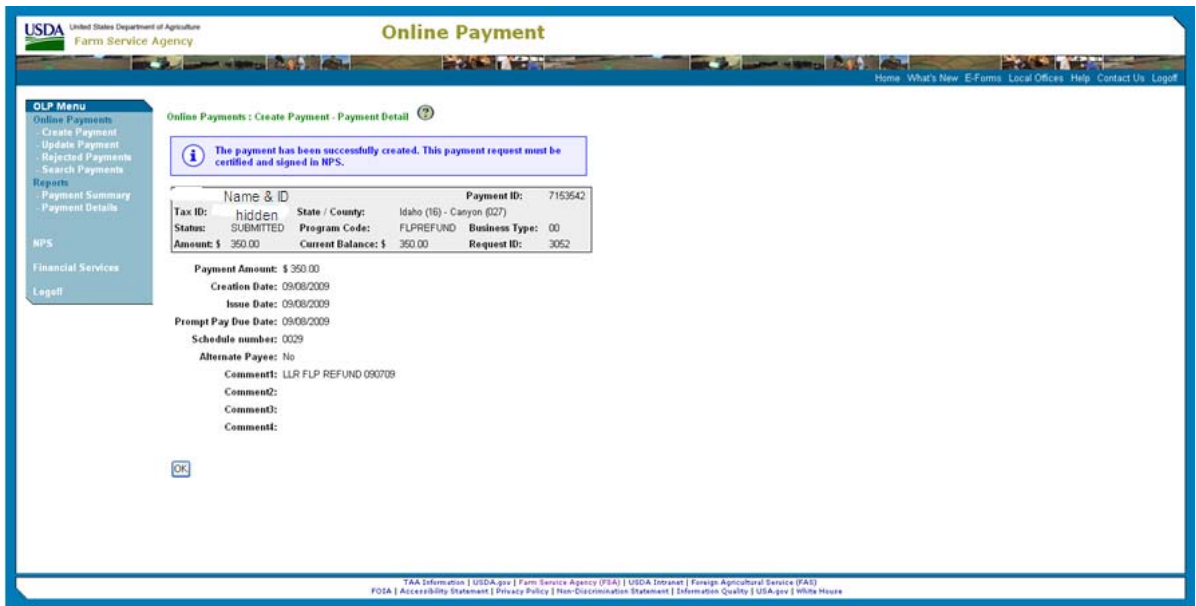
- issue date

- prompt pay due date

  Note: Enter the date that is 30 calendar days past the issue date requested.

- schedule number

  Note: Enter the schedule number that is associated with the payment from NRRS.

- comment to explain the refund.

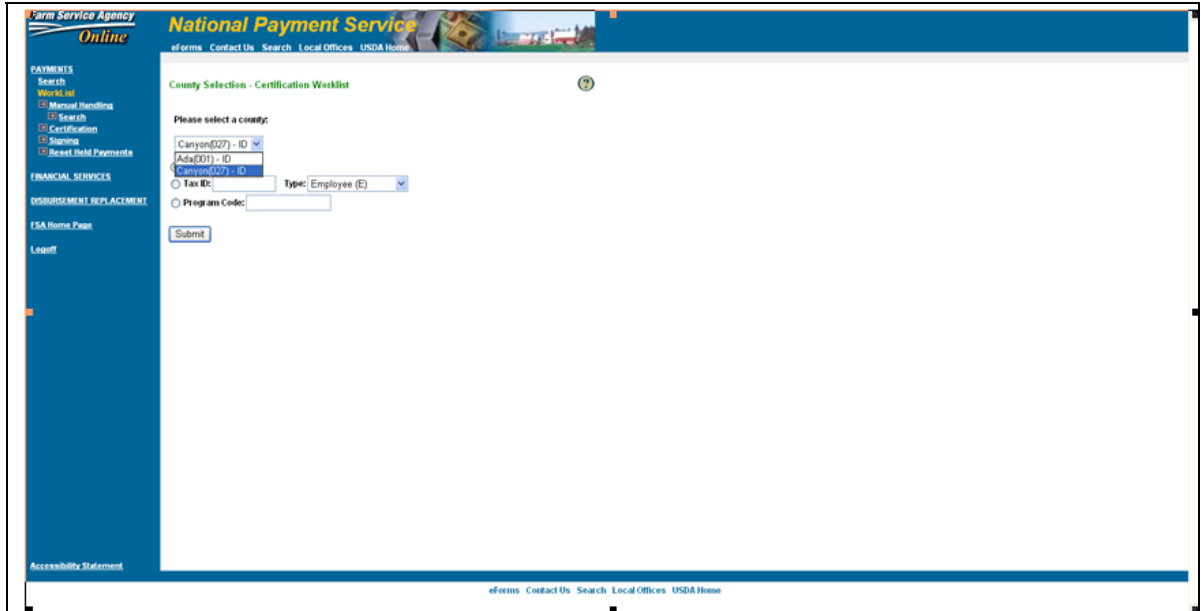CLICK "Add" to enter the payment. The Payment Detail Screen will be displayed.

CLICK "OK". CLICK "NPS" to certify the payment created in the Online Payment System.

3   Record a New FLP Payment (Continued)
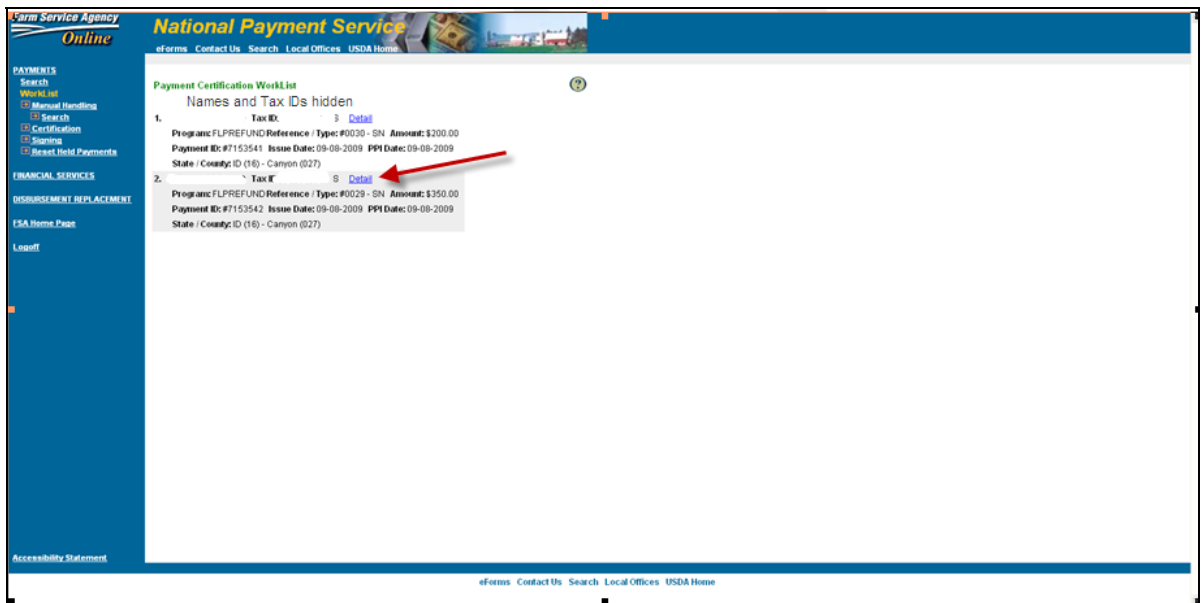
   G   National Payment Service Certification Processing

      The Certification Worklist Screen will be displayed.

      Select the county from the drop-down menu. Enter the tax ID number and select the tax ID
      type from the drop-down menu. CLICK "Submit".

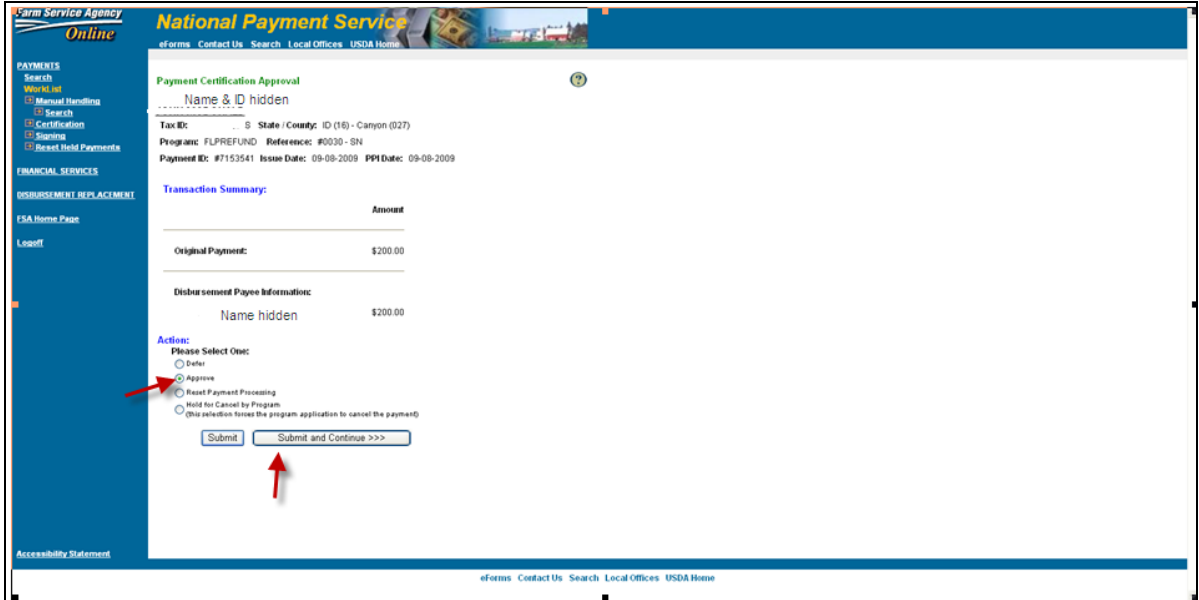   The Payment Certification Worklist Screen will be displayed.

      CLICK "Detail" to display the payment to certify.

3   Record a New FLP Payment (Continued)

   G   National Payment Service Certification Processing (Continued)

         The Payment Certification Approval Screen will be displayed.

         Click the appropriate radio button, then CLICK "Submit". CLICK "Submit and Continue" if
         there are more payments to certify. If there are more payments to certify, the Payment
         Certification Worklist Screen will be redisplayed.

         CLICK "Detail" to display the Payment Certification Approval Screen.

3   Record a New FLP Payment (Continued)

   G   National Payment Service Certification Processing (Continued)

         The Payment Certification Approval Screen will be displayed.

         Click the appropriate radio button, then CLICK "Submit".

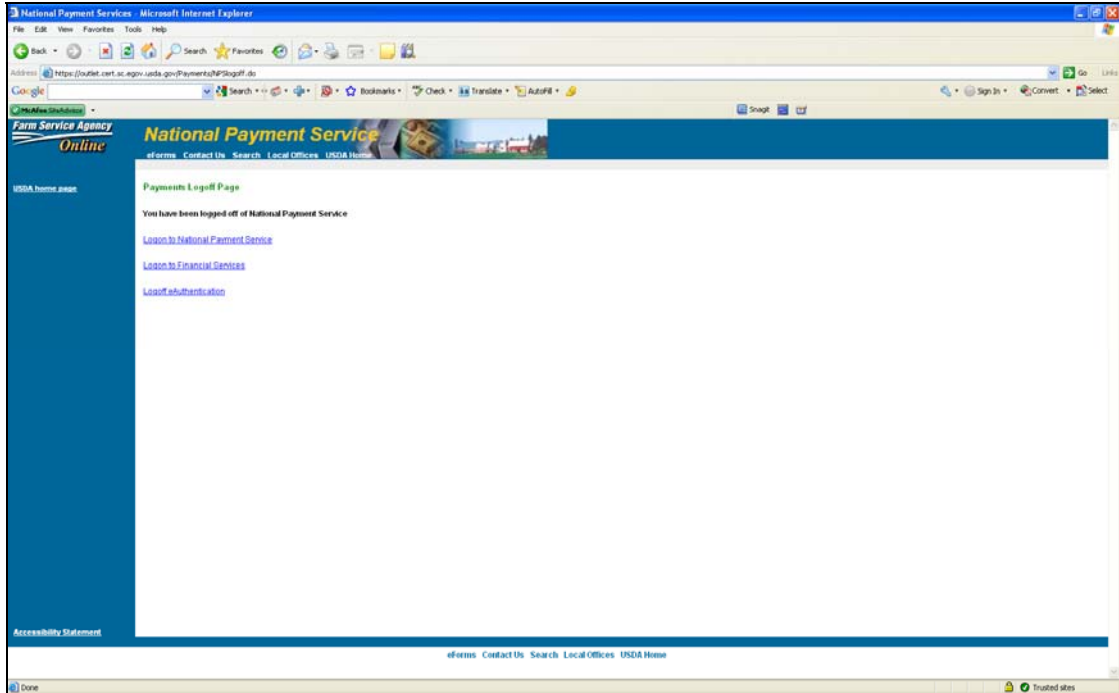   The Payment Certification Worklist Screen will be redisplayed.

         CLICK "Logoff".

3   Record a New FLP Payment (Continued)

G   National Payment Service Certification Processing (Continued)
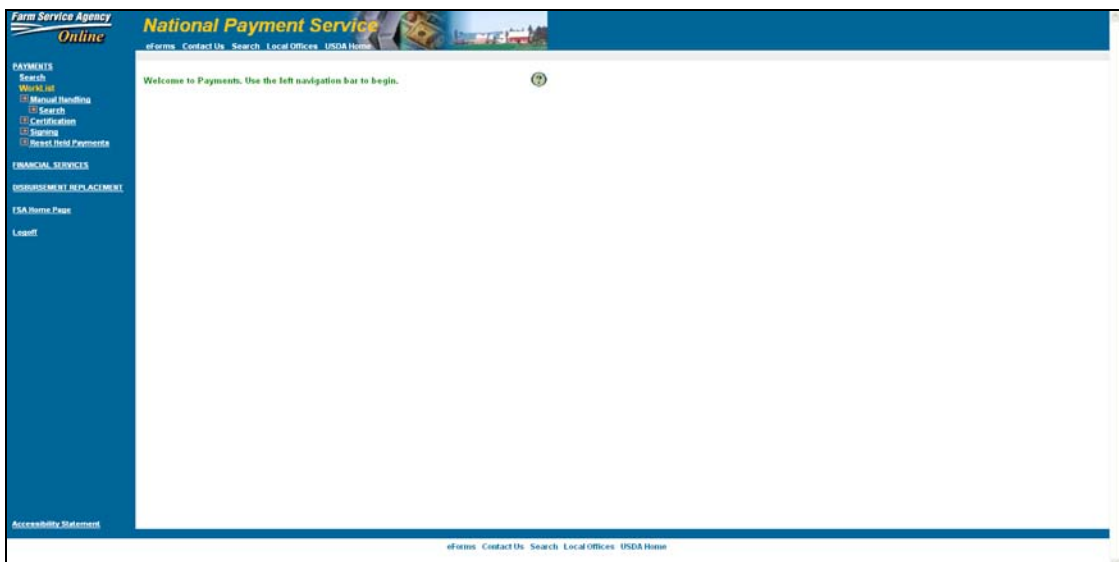
The Payments Logoff Page will be displayed.

CLICK "Logoff eAuthentication" to completely exit NPS and Financial Applications.

H   National Payment Service Signing Processing

A user with the "Signing" role must complete this transaction.

The National Payment Service Home Page will be displayed.

3   Record a New FLP Payment (Continued)

   H   National Payment Service Signing Processing (Continued)

CLICK "Signing". The Signing Worklist Screen will be displayed.

Select a county from the drop-down menu. Enter the tax ID number and select the tax ID type from the drop-down menu. CLICK "Submit".
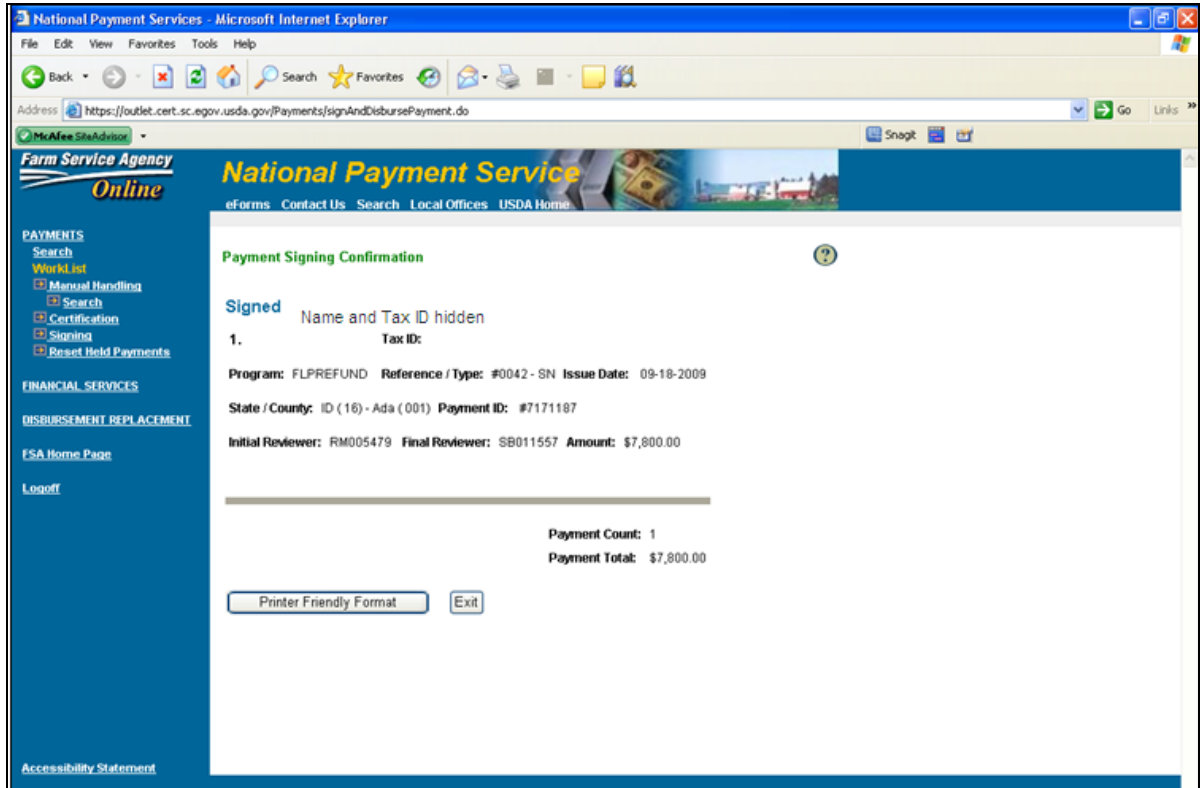
The Payment Signing Worklist Screen will be displayed.

3   Record a New FLP Payment (Continued)

H   National Payment Service Signing Processing (Continued)

Click the "Approve" radio button and CLICK "Complete Sign Process".

The Payment Signing Confirmation Screen will be displayed.

CLICK "Exit" to return to the National Payment Service Home Page. CLICK "Logoff".

4   Correcting Farm Code "FCP" for Farm Loan Collections

A   Interim Procedures for Payment Modification

If a State or County Office determines that a collection has been incorrectly applied to a loan, the collection must be corrected in the interim by submitting FSA-2429 to the St. Louis Farm Loan Operations Office by FAX at 314-457-4539. When the "Modify" option is available in NRRS, instructions will be provided to State and County Offices.