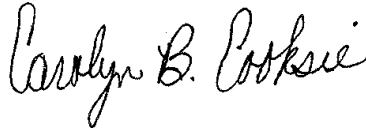


For: State and County Offices

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

Approved by: Associate Administrator for Operations and Management



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	<ul style="list-style-type: none"> • 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 January 1, 2010	Distribution State Offices; State Offices relay to County Offices
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Notice FI-2925

2 Using NRRS in State or County Offices

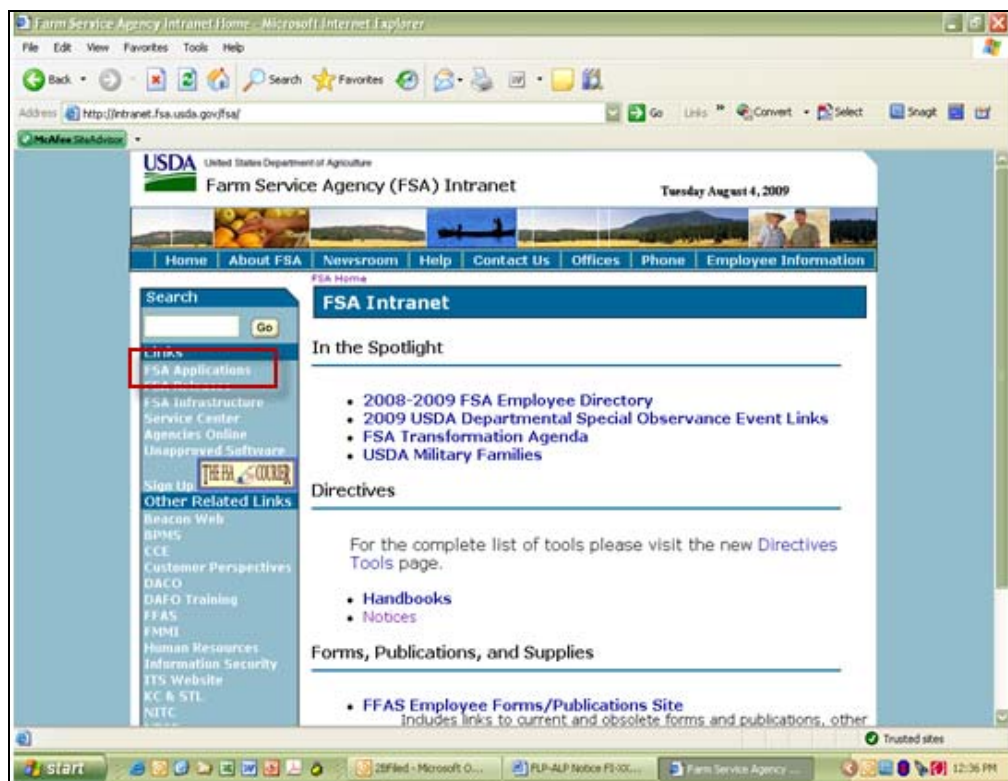
A When to Use NRRS

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

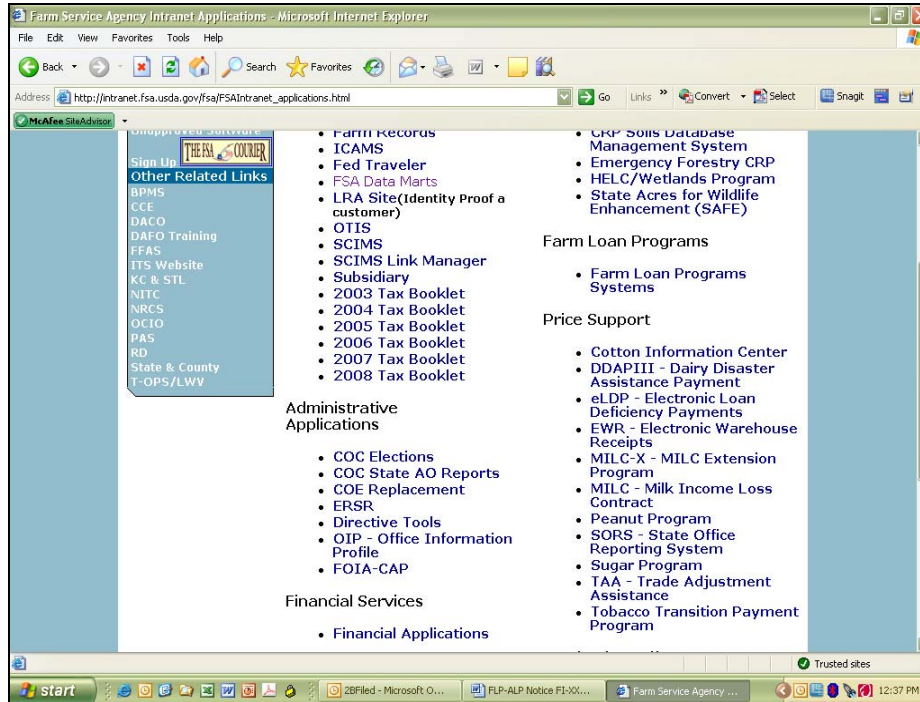


Notice FI-2925

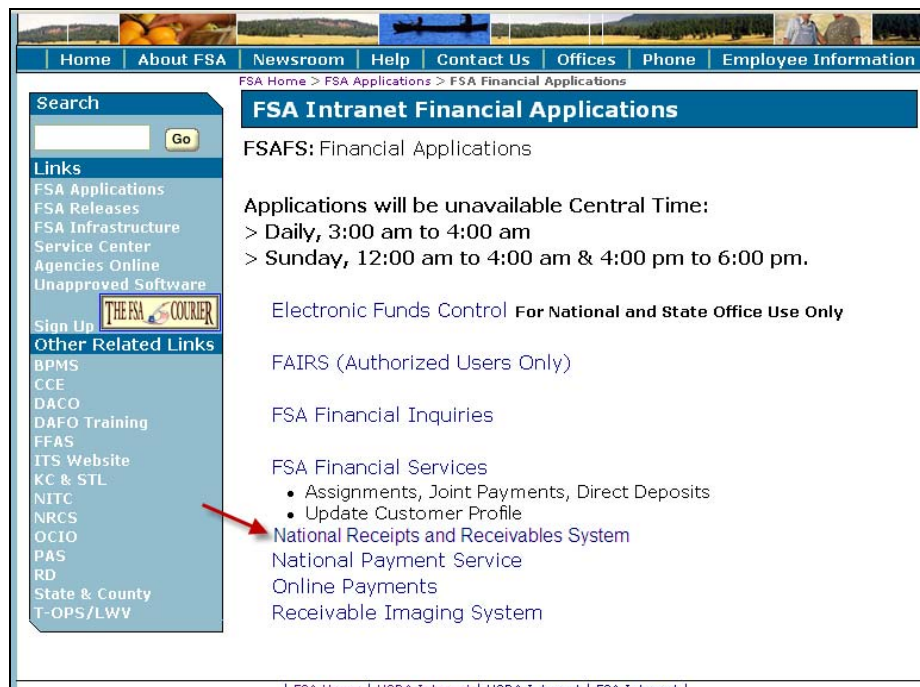
2 Using NRRS in State or County Offices (Continued)

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”.

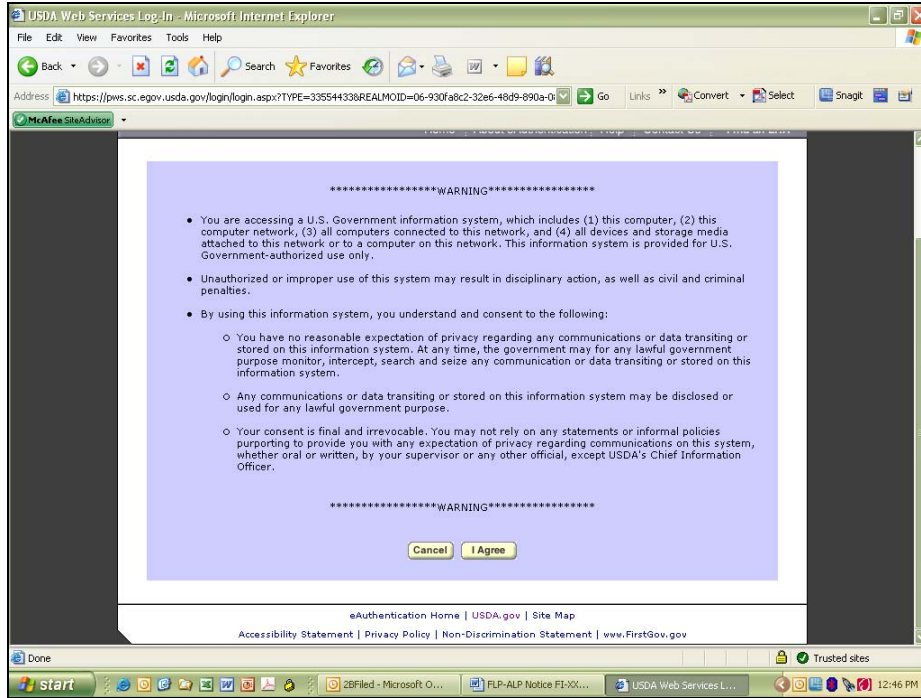


Notice FI-2925

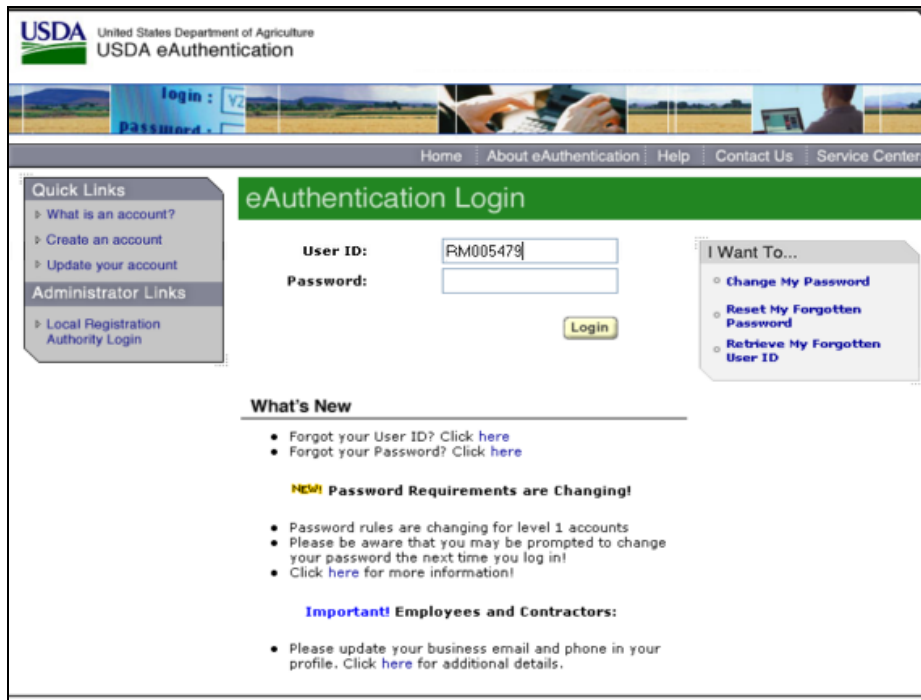
2 Using NRRS in State or County Offices (Continued)

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”.

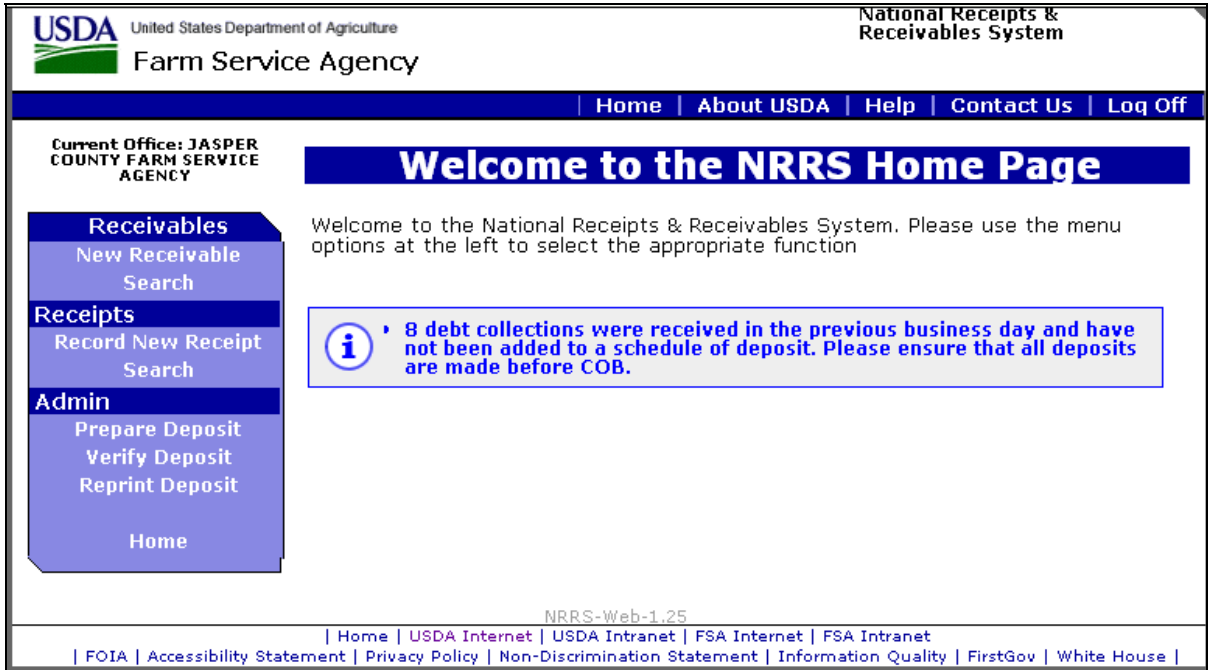


Notice FI-2925

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.

Notice FI-2925

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.

Notice FI-2925

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.

The screenshot shows the 'Create New Receipt' interface. At the top left is the USDA logo and 'United States Department of Agriculture Farm Service Agency'. At the top right is 'National Receipts & Receivables System'. A navigation bar includes 'Home | About USDA | Help | Contact Us | Log Off'. Below this, the current office is identified as 'CANYON COUNTY FARM SERVICE AGENCY'. The main heading is 'Create New Receipt'. On the left is a sidebar menu with 'Receivables' (New Receivable Search), 'Receipts' (Record New Receipt Search), 'Admin' (Prepare Deposit, Verify Deposit, Reprint Deposit), and 'Home'. The main form area contains: 'Remittance Amount: \$ 7800.00', 'Remitter Name: Remitter Name Here', 'Remittance Type: Check' (with a dropdown menu open showing options like Cashiers Check, Wire Transfer, Money Order, Cash or Coin, Jointly Issued Check, Department of Justice Collection, and Centralized Cotton Redemption Payment), 'Check/Item Number: Check', 'Collection Type: Wire Transfer', and 'Effective Date: (MM/DD/YYYY)'. A 'Submit' button is located below the form fields. At the bottom, there is a version number 'NRRS-Web-1.48' and a footer with various links like 'FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House |'.

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.

Notice FI-2925

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.

The screenshot shows the 'Enter Farm Loan Customer Data' web form. At the top, it displays the USDA logo and 'United States Department of Agriculture Farm Service Agency' on the left, and 'National Receipts & Receivables System' on the right. A navigation bar contains links for Home, About USDA, Help, Contact Us, and Log Off. The main title is 'Enter Farm Loan Customer Data'. The form fields are: Program Code (FCP), Collection Code (00: Normal Collection), Borrower Case State Number (47), Borrower Case County number (019), Repayment Date (07/02/2008), Customer ID Number (Enter Value), Customer ID Type (S-SSN), Customer Name (Enter Customer Name), and Credit Amount (27570.70). A 'Balance: \$27570.70' is shown in a grey box. At the bottom, there are buttons for Submit, Back, Reset, and Cancel. The footer includes 'NRRS-Web-1.26' and a series of links: Home, USDA Internet, USDA Intranet, FSA Internet, FSA Intranet, FOIA, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Information Quality, FirstGov, and White House.

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.

USDA United States Department of Agriculture
Farm Service Agency

Home | About USDA | Help | Contact Us | Log Off

Enter Farm Loan Special Data

Credit Amount: \$27,570.70
Repayment Date: 07/02/2008

Program Code: FCP-FARM LOAN
Collection Code: 00 : Normal Collection

Customer ID Number
Customer Name: *Customer ID and Name automatically fill from the previous screen*

Borrower Case State Number: 47
Borrower Case County number: 019

Advice number:

Fund code: 29 : EE Economic Emergency

Loan number: 40

Additional Loan Codes

Application Code: Regular Payment

Final Payment code: X *When a final payment code is required, input an upper case "X".*

Partial Sale code: None

Final code: S

Transferor Details

Transferor ID Number:

Transferor ID Type: None

Transferor name:

Transferor State: None

Transferor County: None

Effective Date: (MM/DD/YYYY)

RECAP Amount

Original Equity RECAP Amount: \$

Original RECAP Amount Collected: \$

Special Data

Special Data:

Submit Back Reset Cancel

NRRS-Web-1.26

Home | USDA Internet | USDA Intranet | FSA Internet | FSA Intranet
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | Elections | White House

Notice FI-2925

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.

The screenshot shows the 'Confirm Receipt Creation' screen. At the top, it displays the USDA logo and 'United States Department of Agriculture Farm Service Agency' on the left, and 'National Receipts & Receivables System' on the right. A navigation bar includes links for Home, About USDA, Help, Contact Us, and Log Off. The main heading is 'Confirm Receipt Creation'. Below this, there are sections for 'Receipt Details', '1: Program Information', 'Customer Data', 'Additional Loan Codes', 'Transferor Details', 'RECAP Amount', and 'Special Data'. Each section contains specific data points, such as remittance amount, dates, and codes. A note on the right states that all data is carried over from previous screens. At the bottom, there are 'Confirm', 'Back', and 'Cancel' buttons, and a footer with the URL 'NRRS-Web-1.26' and various policy links.

Section	Field	Value
Receipt Details	Remittance Amount	\$27,570.70
	Remitter Name	
	Responsible Remitter ID	
	Remitter ID Type	
	Remittance Type	Check
	Check/Item Number	1324
Collection Type		
1: Program Information	Program Code	FCP-FARM LOAN
Customer Data	Repayment Date	07/02/2008
	Customer ID Number	
	Customer ID Type	S
	Customer Name	
	Collection Code	NORMAL_COLLECTION
	Borrower Case State Number	47
	Borrower Case County number	019
Credit Amount	\$27,570.70	
Advice number:	Fund code	ECONOMIC_EMERGENCY
	Loan number	40
Additional Loan Codes	Application Code	R
	Final Payment code	
	Partial Sale code	
	Final code	S
Transferor Details	No Data	
RECAP Amount	No Data	
Special Data	No Data	

Notice FI-2925

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.

The screenshot displays the 'Receipt Successfully Recorded' screen within the USDA National Receipts & Receivables System. The page header includes the USDA logo and 'Farm Service Agency' on the left, and 'National Receipts & Receivables System' on the right. A navigation bar contains links for Home, About USDA, Help, Contact Us, and Log Off. The main content area features a blue banner with the title 'Receipt Successfully Recorded' and a message: 'Receipt ID 175002 was successfully created.' Below this, the 'Receipt Details' section lists: Remittance Amount: \$27,570.70; Remitter Name: Filled from prior screens; Remittance Type: Filled from prior screens; Check/Item Number: Filled from prior screens; Collection Type: FARM_LOAN; Receipt Date time: 08/15/2009 12:16. The 'Affected Farm Loans' section shows '1: Program Information' with Program Code: FCP-FARM LOAN. The 'Customer Data' section includes: Repayment Date: 07/02/2008; Customer ID Number: Filled from prior screens; Customer ID Type: S; Customer Name: Filled from prior screens; Collection Code: NORMAL_COLLECTION; Borrower Case State Number: 47; Borrower Case County number: 019; Credit Amount: \$27,570.70. The 'Advice number' section lists: Advice number: Filled from prior screens; Fund code: ECONOMIC_EMERGENCY; Loan number: 40. The 'Additional Loan Codes' section shows: Application Code: R; Final Payment code: X; Partial Sale code: Filled from prior screens; Final code: S. The 'Transferor Details' section shows 'No Data'. The 'RECAP Amount' section shows 'No Data'. The 'Special Data' section shows 'No Data'. The 'Refund Details' section shows 'Refund Amount: Filled from prior screens'. A 'Print Receipt' button is located at the bottom of the main content area. The footer contains the URL 'NRRS-Web-1.26' and a list of links: Home, USDA Internet, USDA Intranet, FSA Internet, FSA Intranet, LEOIA, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Information Quality, PostSec, White House.

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

Notice FI-2925

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.

National Receipts & Receivables System

[Print](#)

Receipt ID 175002 was successfully created.

Receipt Details

Remittance Amount: \$27,570.70
Remitter Name: Filled from prior screens
Remittance Type:
Check/Item Number:
Collection Type: FARM_LOAN
Receipt Date time: 08/15/2009 12:17

Affected Farm Loans

1: Program Information
Program Code: FCP-FARM LOAN

Customer Data

Repayment Date: 07/02/2008
Customer ID Number: Filled from prior screens
Customer ID Type: S
Customer Name:
Collection Code: NORMAL_COLLECTION
Borrower Case State Number: 47
Borrower Case County number: 019
Credit Amount: \$27,570.70

Advice number:
Fund code: ECONOMIC_EMERGENCY
Loan number: 40

Additional Loan Codes

Application Code: R
Final Payment code: X
Partial Sale code:
Final code: S

Transferor Details
No Data

RECAP Amount
No Data

Special Data
No Data

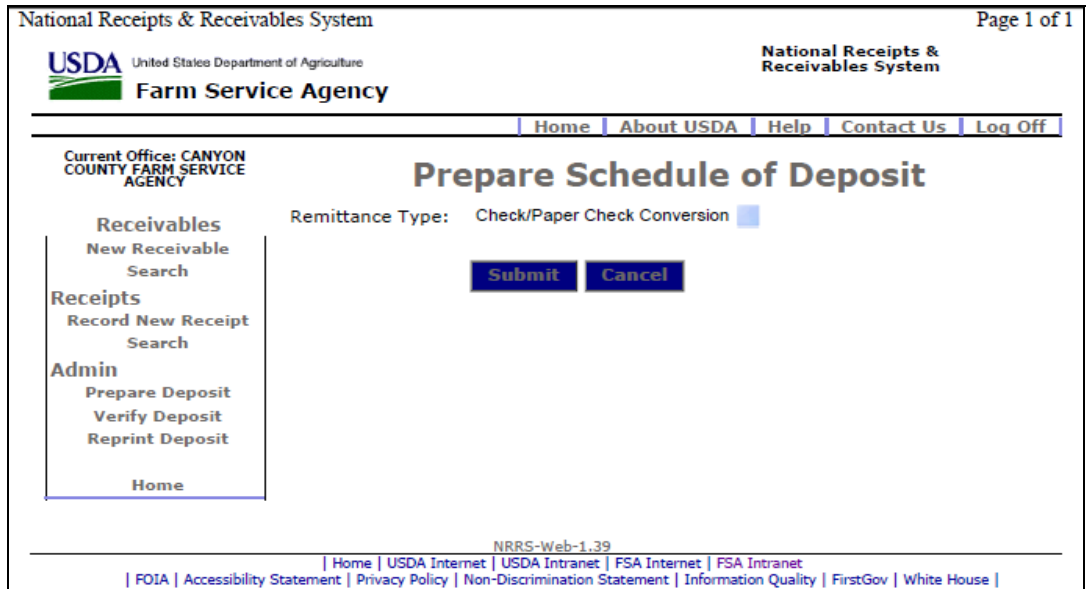
Refund Details
Refund Amount:

Printed: 8/15/2009 12:18:11 PM

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.

Notice FI-2925

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.



United States Department of Agriculture
Farm Service Agency

National Receipts &
Receivables System

[Home](#) | [About USDA](#) | [Help](#) | [Contact Us](#) | [Log Off](#)

Schedule of Deposit Details

Deposit Type: Check/Paper Check Conversion
Location: CANYON COUNTY FARM SERVICE AGENCY


Receipt ID:	Receipt Date:	Remitter Name	Type	Total Remittance Amount
238006	09/07/2009	LLR 090709 RETEST	Check	\$650.00
238009	09/07/2009	LLR APLE 090709	Check	\$1,150.00
238010	09/07/2009	LLR FLP REFUND 090709	Check	\$350.00
238011	09/07/2009	LLR 090709 RETEST 2	Check	\$22,500.00
238012	09/07/2009	LLR MULTI MISC 090709	Check	\$148.00

Total Number of Receipts: 5
Total Dollar Amount: \$24,798.00

Submit
Back
Cancel

NRRS-Web-1.39
[Home](#) | [USDA Internet](#) | [USDA Intranet](#) | [FSA Internet](#) | [FSA Intranet](#)
[FOIA](#) | [Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [Information Quality](#) | [FirstGov](#) | [White House](#)

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.



United States Department of Agriculture
Farm Service Agency

National Receipts &
Receivables System

[Home](#) | [About USDA](#) | [Help](#) | [Contact Us](#) | [Log Off](#)

Schedule of Deposit Success

Deposit Number: 0030
Deposit Date: 09/07/2009
Deposit Type: Check/Paper Check Conversion
Location: CANYON COUNTY FARM SERVICE AGENCY

Total Number of Deposit Items: 5
Total Deposit Amount: \$24,798.00

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

Print CCC-257

NRRS-Web-1.39
[Home](#) | [USDA Internet](#) | [USDA Intranet](#) | [FSA Internet](#) | [FSA Intranet](#)
[FOIA](#) | [Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [Information Quality](#) | [FirstGov](#) | [White House](#)

Notice FI-2925

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																									
<table border="1"> <thead> <tr> <th>Receipt ID:</th> <th>Check/Item #</th> <th>Remitter Name</th> <th>Total Remittance Amount</th> </tr> </thead> <tbody> <tr> <td>238006</td> <td>54321</td> <td>LLR 090709 RETEST</td> <td>\$650.00</td> </tr> <tr> <td>238009</td> <td>54321</td> <td>LLR APLE 090709</td> <td>\$1,150.00</td> </tr> <tr> <td>238010</td> <td>54321</td> <td>LLR FLP REFUND 090709</td> <td>\$350.00</td> </tr> <tr> <td>238011</td> <td>54321</td> <td>LLR 090709 RETEST 2</td> <td>\$22,500.00</td> </tr> <tr> <td>238012</td> <td>54321</td> <td>LLR MULTI MISC 090709</td> <td>\$148.00</td> </tr> </tbody> </table>				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
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	8. From: CANYON COUNTY FARM SERVICE AGENCY 2208 E CHICAGO ST SUITE B CALDWELL, ID 83605-4475																										
A. Certificate of Deposit Number	----- 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.

USDA United States Department of Agriculture
Farm Service Agency

National Receipts & Receivables System

Home | About USDA | Help | Contact Us | Log Off

Verify Schedule of Deposit

Select Deposit to Verify

Deposits that cannot be verified by the user:

Deposit Date	Deposit Number:	Type	Preparing Office	Created By:
09/04/2009	0001	Check/Paper Check Conversion	IDAHO STATE FARM SERVICE AGENCY	

Deposits that can be verified by the user:

Select	Deposit Date	Deposit Number:	Type	Preparing Office	Created By:
<input checked="" type="radio"/>	09/07/2009	0030	Check/Paper Check Conversion	CANYON COUNTY FARM SERVICE AGENCY	

Verify Cancel

NRRS-Web-1.39

Home | USDA Internet | USDA Intranet | FSA Internet | FSA Intranet
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House |

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.

Notice FI-2925

3 Record a New FLP Payment (Continued)

D Verify a Schedule of Deposit (Continued)

The Confirm Verify Schedule of Deposit Screen will be displayed.

The screenshot shows the 'Confirm Verify Schedule of Deposit' screen. At the top left is the USDA logo and 'United States Department of Agriculture Farm Service Agency'. At the top right is 'National Receipts & Receivables System'. A navigation bar contains links for Home, About USDA, Help, Contact Us, and Log Off. The main heading is 'Confirm Verify Schedule of Deposit'. Below it, the following information is displayed: Deposit Number: 0030, Location: IDAHO STATE FARM SERVICE AGENCY, Preparing Office: IDAHO STATE FARM SERVICE AGENCY, Deposit Type: Check/Paper Check Conversion, and Deposit Date: 09/07/2009. A horizontal line separates this from the 'Verify Deposit Amount: \$24798.00' field. Below that is a large 'Remarks:' text area. At the bottom of the form are three buttons: 'Verify', 'Reset', and 'Cancel'. The footer includes the version 'NRRS-Web-1.39' and a series of links: Home, USDA Internet, USDA Intranet, FSA Internet, FSA Intranet, FOIA, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Information Quality, FirstGov, and White House.

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.

Notice FI-2925

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 screenshot shows the 'Create New Receipt' form in the NRRS system. The header includes the USDA logo and 'National Receipts & Receivables System'. The current office is identified as 'CANYON COUNTY FARM SERVICE AGENCY'. The form fields are: Remittance Amount (\$7800.00), Remitter Name (Remitter Name Here), Remittance Type (Check), Check/Item Number (2598), Collection Type (Direct Sales), and Effective Date (09/18/2009). A sidebar menu on the left contains options for Receivables, Receipts, Admin, and Home. The footer includes version information 'NRRS-Web-1.48' and various links.

USDA United States Department of Agriculture Farm Service Agency	National Receipts & Receivables System
Home About USDA Help Contact Us Log Off	
Current Office: CANYON COUNTY FARM SERVICE AGENCY	Create New Receipt
Receivables New Receivable Search	Remittance Amount: \$ 7800.00 ?
Receipts Record New Receipt Search	Remitter Name: Remitter Name Here ?
Admin Prepare Deposit Verify Deposit Reprint Deposit	Remittance Type: Check ?
Home	Check/Item Number: 2598 ?
	Collection Type: Direct Sales ?
	Effective Date: (MM/DD/YYYY) 09/18/2009 ?
	Submit Reset Cancel
NRRS-Web-1.48 Home USDA Internet USDA Intranet FSA Internet FSA Intranet FOIA Accessibility Statement Privacy Policy Non-Discrimination Statement Information Quality FirstGov White House	

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

Notice FI-2925

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.

The screenshot shows the NRRS Web interface. At the top left is the USDA logo with the text "United States Department of Agriculture" and "Farm Service Agency". At the top right is the text "National Receipts & Receivables System". Below the header is a navigation bar with links: "Home", "About USDA", "Help", "Contact Us", and "Log Off". The main content area has a blue header with the text "Enter Direct Sales Program Information". Below this header are two dropdown menus: "Program Code:" with "FLPREFUND" selected and a question mark icon, and "Select State / County:" with "Select an Originating State/County" selected and a question mark icon. Below the dropdowns are four buttons: "Submit", "Back", "Reset", and "Cancel". At the bottom of the form area is the text "NRRS-Web-1.48". At the very bottom of the page are several links: "Home", "USDA Internet", "USDA Intranet", "FSA Internet", "FSA Intranet", "FOIA", "Accessibility Statement", "Privacy Policy", "Non-Discrimination Statement", "Information Quality", "FirstGov", and "White House".

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”.

Notice FI-2925

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.

The screenshot shows the 'Confirm Direct Sale' screen. At the top left is the USDA logo and 'United States Department of Agriculture Farm Service Agency'. At the top right is 'National Receipts & Receivables System'. A navigation bar contains links for Home, About USDA, Help, Contact Us, and Log Off. The main heading is 'Confirm Direct Sale'. Below it is the 'Receipt Details' section with the following information: Remittance Amount: \$350.00, Remitter Name: LLR FLP REFUND 090709, Responsible Remitter ID: ID Hidden, Remitter ID Type: S, Remittance Type: Check, Check/Item Number: 54321, and Collection Type: Direct Sales. Below this is the 'Program Information' section with Program Code: FLPREFUND-FARM LOAN PROGRAM REFUND and Program Amount: \$350.00. At the bottom of the form are three buttons: Confirm, Back, and Cancel. The footer contains the text 'NRRS-Web-1.39' and a series of links: Home, USDA Internet, USDA Intranet, FSA Internet, FSA Intranet, FOIA, Accessibility Statement, Privacy Policy, Non-Discrimination Statement, Information Quality, FirstGov, and White House.

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

Notice FI-2925

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.

 United States Department of Agriculture
Farm Service Agency

National Receipts & Receivables System

[Home](#) | [About USDA](#) | [Help](#) | [Contact Us](#) | [Log Off](#)

Receipt Successfully Recorded

Receipt ID [238010](#) was successfully created.

Receipt Details

Remittance Amount: \$350.00
Remitter Name: LLR FLP REFUND 090709
Responsible Remitter ID: ID Hidden
Remitter ID Type: S
Remittance Type: CHECK
Check/Item Number: 54321
Collection Type: Direct Sales
Receipt Date time: 09/07/2009 12:44

Receivable Balance Details

Recv ID	Orig St	Orig Cnty	DCIA Status	Receivable Due Date			
386006	16	027	Not Referred	09/07/2009			
				Total	Fees	Interest	Principal
Current Balance				\$350.00	\$0.00	\$0.00	\$350.00
Monies Applied				\$350.00	\$0.00	\$0.00	\$350.00
Resulting Balance				\$0.00	\$0.00	\$0.00	\$0.00

Refund Details

Refund Amount:
,

[Print Receipt](#)

NRRS-Web-1.39

[Home](#) | [USDA Internet](#) | [USDA Intranet](#) | [FSA Internet](#) | [FSA Intranet](#)
| [FOIA](#) | [Accessibility Statement](#) | [Privacy Policy](#) | [Non-Discrimination Statement](#) | [Information Quality](#) | [FirstGov](#) | [White House](#) |

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

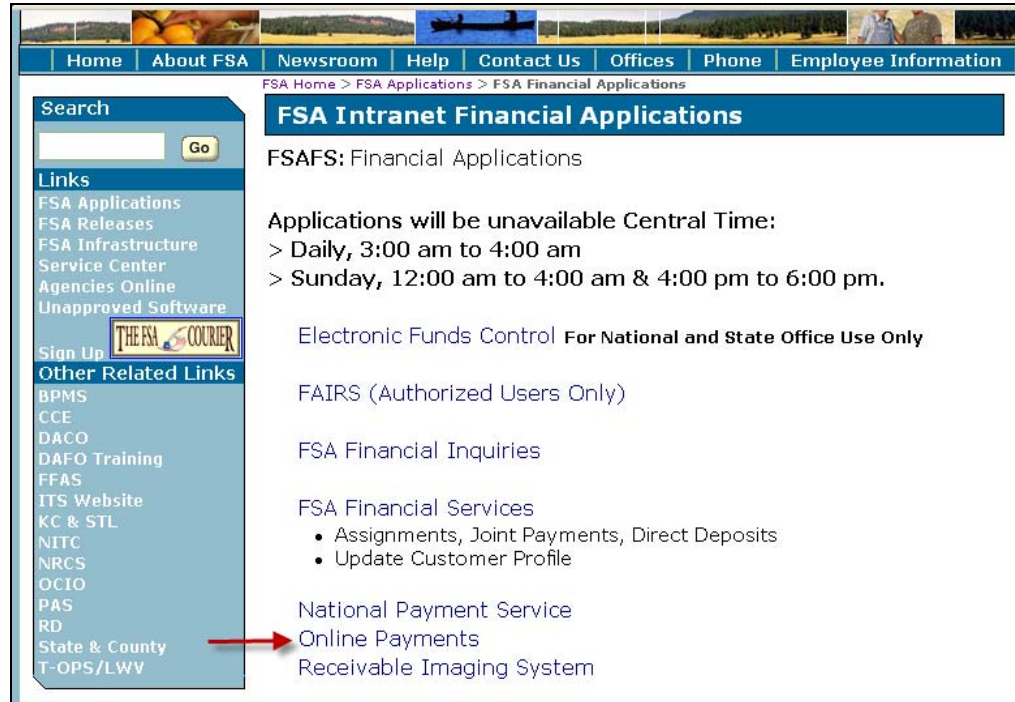
- “Home” in the top banner to return to the NRRS Home Page
- “Log Off” in the top banner to exit NRRS and go to the Online Payment System to process the amount to be refunded. See subparagraph F.

Notice FI-2925

3 Record a New FLP Payment (Continued)

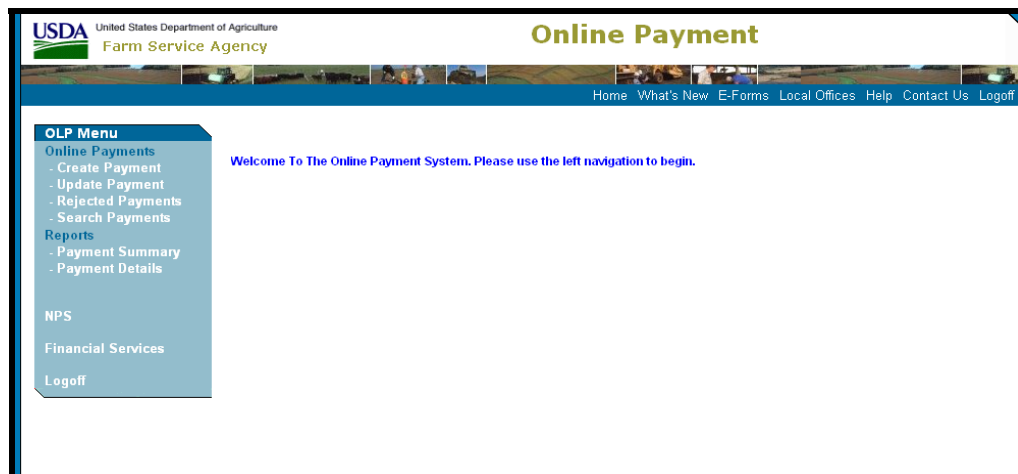
F Online Payment Processing

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.



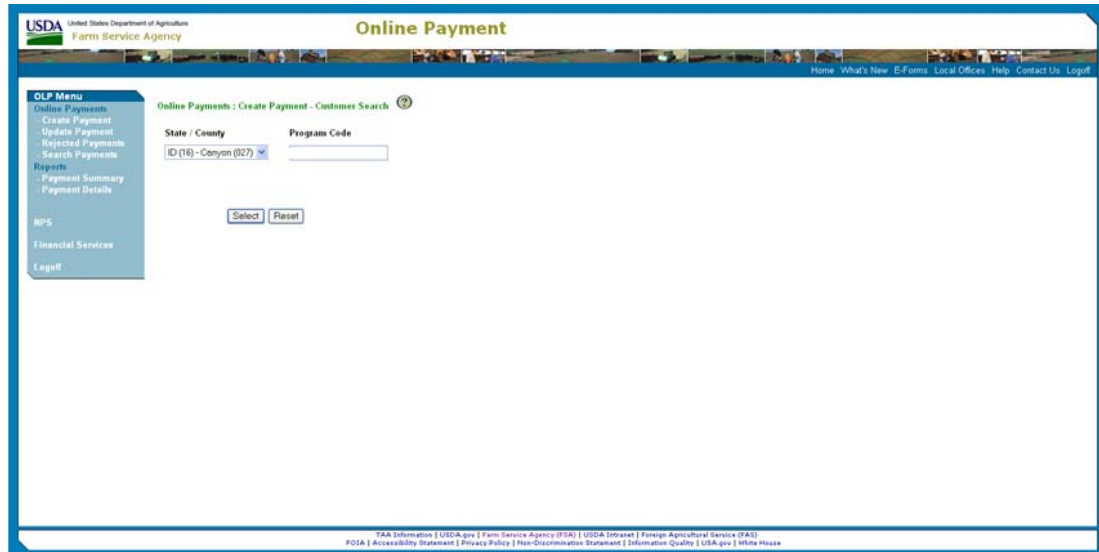
CLICK “Create Payment”.

Notice FI-2925

3 Record a New FLP Payment (Continued)

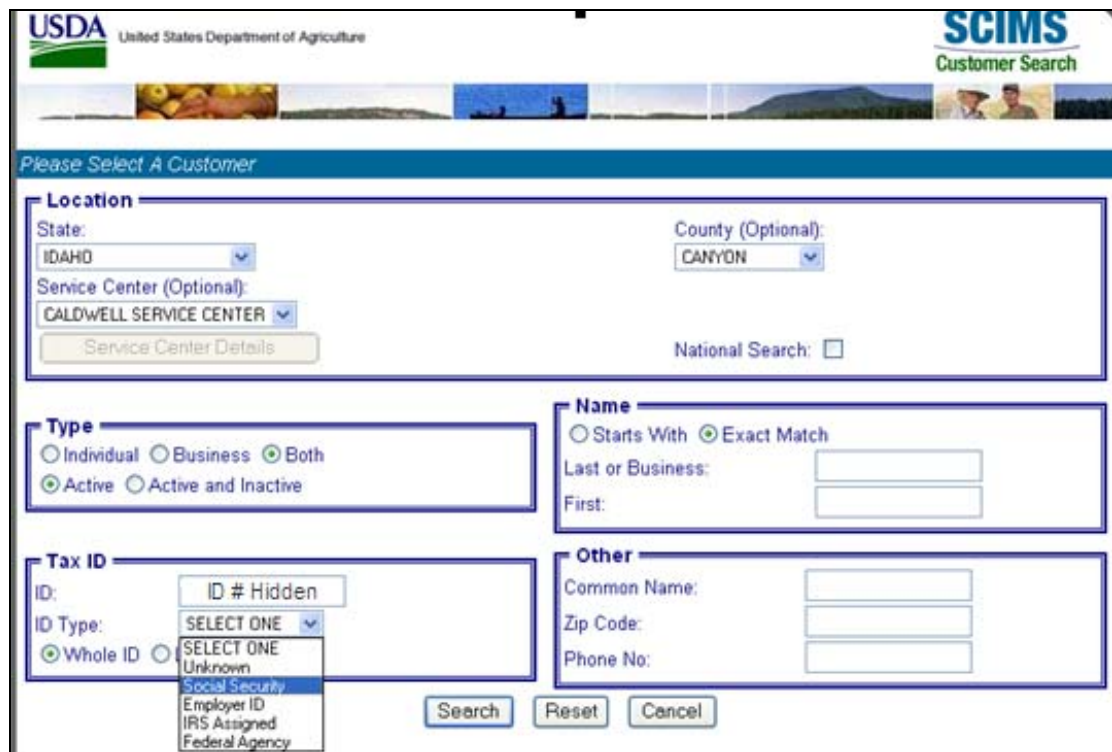
F Online Payment Processing (Continued)

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 screenshot shows the USDA Online Payment Customer Search interface. The header includes the USDA logo and the text "United States Department of Agriculture Farm Service Agency". The page title is "Online Payment". A navigation menu on the left lists options like "Online Payments", "Create Payment", "Update Payment", "Rejected Payments", "Search Payments", "Reports", "Payment Summary", "Payment Details", "NPS", "Financial Services", and "Logout". The main content area is titled "Online Payments: Create Payment - Customer Search". It features a "State / County" dropdown menu with "ID (16) - Canyon (027)" selected, and a "Program Code" input field. Below these are "Select" and "Reset" buttons. At the bottom, there is a footer with various links including "FOIA", "Accessibility Statement", "Privacy Policy", "Non-Discrimination Statement", "Information Quality", and "USA.gov".

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”.



The screenshot shows the USDA SCIMS Customer Search interface. The header includes the USDA logo and the text "United States Department of Agriculture". The page title is "SCIMS Customer Search". The main content area is titled "Please Select A Customer". It features several sections: "Location" with "State" (IDAHO), "County (Optional)" (CANYON), and "Service Center (Optional)" (CALDWELL SERVICE CENTER); "Type" with radio buttons for "Individual", "Business", "Both", "Active", and "Active and Inactive"; "Tax ID" with "ID # Hidden" and "ID Type" (SELECT ONE); and "Other" with "Common Name", "Zip Code", and "Phone No." input fields. At the bottom are "Search", "Reset", and "Cancel" buttons.

3 Record a New FLP Payment (Continued)

F Online Payment Processing (Continued)

The SCIMS Customer Search Result Screen will be displayed.

USDA United States Department of Agriculture

SCIMS Customer Search

SCIMS Customer Search Result

Select a customer

Based on selected Service Center:

Active	Potential Duplicate	Customer Name	Tax ID Type	Delivery Address Line	City, State ZIP Code	Phone No	Legacy State	Legacy County
Active	No	Name Hidden	Social Security	1234 ELM ST	ADA ID 83633		IDAHO	CANYON

1 of 1

Search Again End

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

USDA United States Department of Agriculture
Farm Service Agency

Online Payment

Home What's New E-Forms Local Offices Help Contact Us Logout

OLP Menu
Online Payments
Create Payment
Update Payment
Rejected Payments
Search Payments
Reports
Payment Summary
Payment Details
NPS
Financial Services
Logout

Online Payments: Create Payment - Payment Entry

Name & ID
Tax ID: hidden State / County: Idaho (16) - Canyon (027)
Status: New Program Code: FLPREFUND Business Type: 00

Payment Amount: * \$ 350.00 (* Indicates Required)
Confirm Amount: * \$ 350.00
Issue Date: * 09 / 08 / 2009 (MMDD/YYYY)
Prompt Pay Due Date: * 09 / 08 / 2009 (MMDD/YYYY)
Schedule number: * 0029
Alternate Payee:
Comment Line 1: LLR.FLP.REFUND.090709
Comment Line 2:
Comment Line 3:
Comment Line 4:
Add Reset

TAA Information | USDA.gov | Farm Service Agency (FSA) | USDA Internet | Foreign Agricultural Service (FAS)
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USA.gov | White House

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

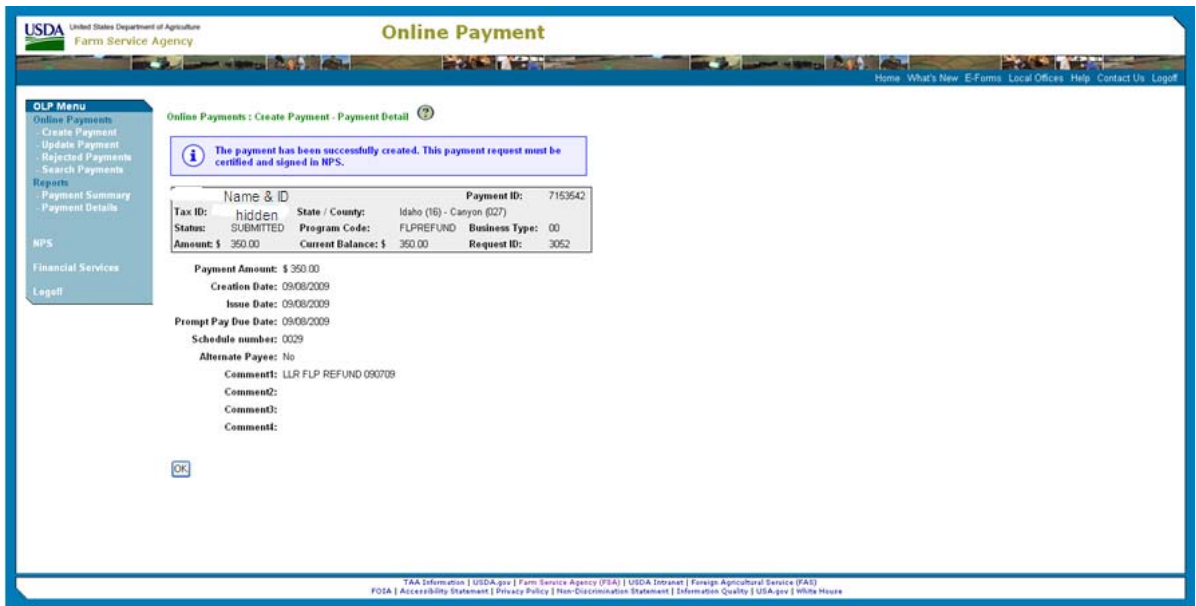
Note: Enter the date that is 30 calendar days past the issue date requested.

- 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.

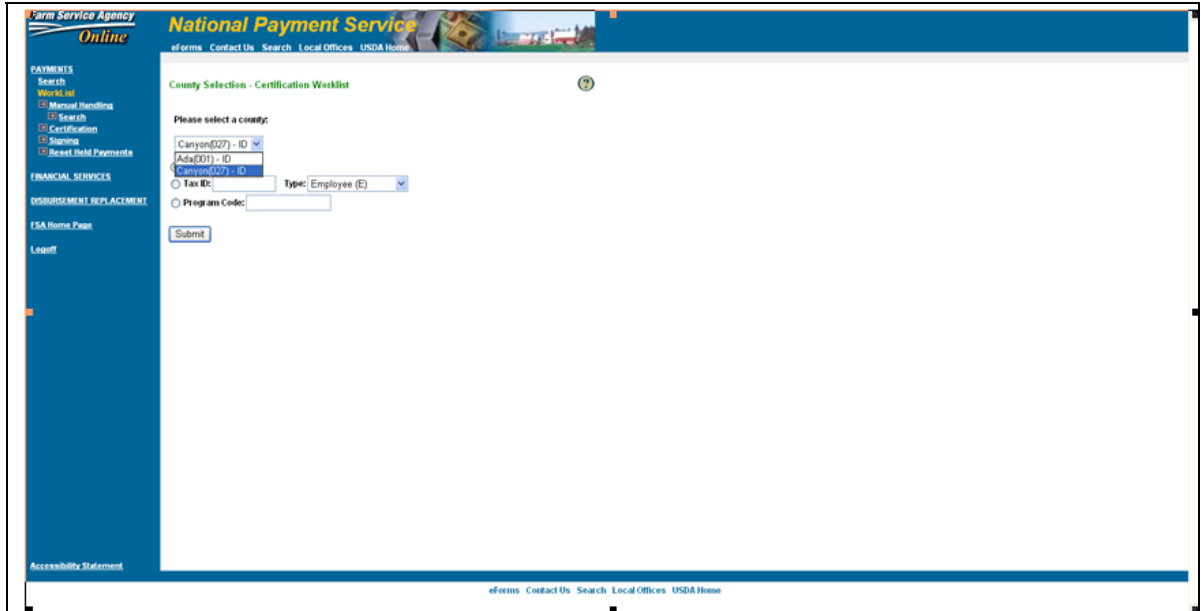


CLICK “OK”. CLICK “NPS” to certify the payment created in the Online Payment System.

3 Record a New FLP Payment (Continued)

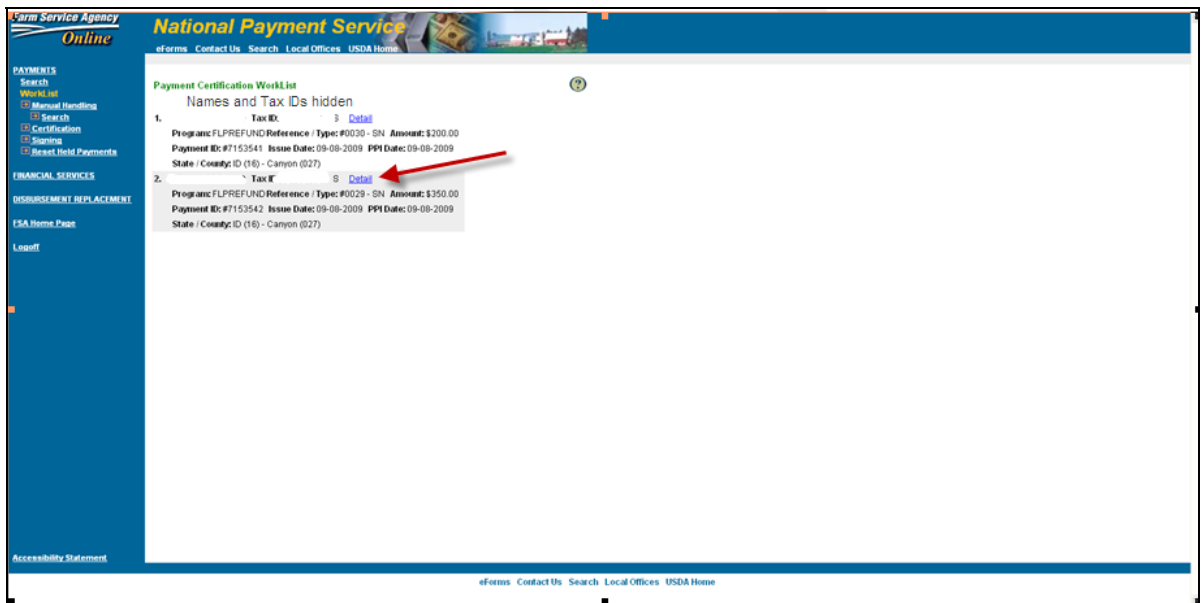
G National Payment Service Certification Processing

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.

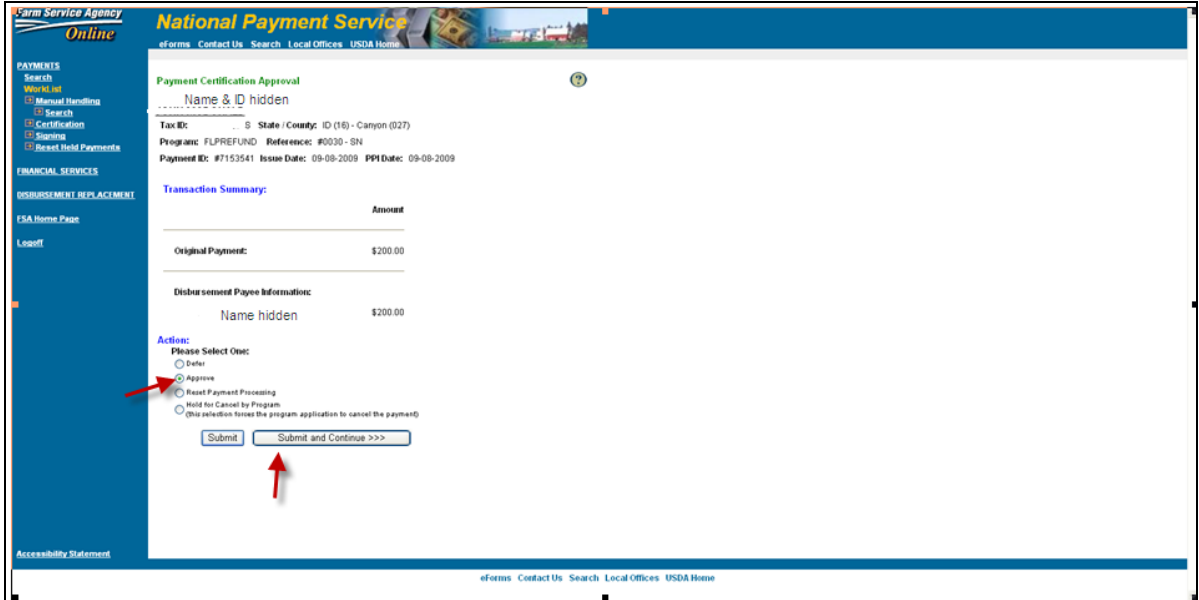


CLICK "Detail" to display the payment to certify.

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.

Notice FI-2925

3 Record a New FLP Payment (Continued)

G National Payment Service Certification Processing (Continued)

The Payment Certification Approval Screen will be displayed.

The screenshot shows the 'National Payment Service' web interface. The main content area is titled 'Payment Certification Approval'. It displays the following information:

- Name & Tax ID hidden
- Tax ID: [redacted] State / County: ID (16) - Canyon (027)
- Program: FLPREFUND Reference: #0029 - SN
- Payment ID: #7153542 Issue Date: 09-08-2009 PPI Date: 09-08-2009

Under 'Transaction Summary', there is a table:

	Amount
Original Payment:	\$350.00

Under 'Disbursement Payee Information', there is a table:

Disbursement Payee Information:	Amount
JOHN McDONALD	\$350.00

The 'Action:' section contains a 'Please Select One:' label and four radio buttons:

- Deny
- Approve
- Hold Payment Processing
- Hold for Cancel by Program

A note below the radio buttons states: 'This selection forces the program application to cancel the payment.' A 'Submit' button is located at the bottom of the form.

Click the appropriate radio button, then CLICK “Submit”.

The Payment Certification Worklist Screen will be redisplayed.

The screenshot shows the 'National Payment Service' web interface displaying a 'Payment Certification Worklist'. The worklist contains the following entries:

- Program: 05-07CATTISH Reference / Type: #***** - AD Amount: \$14.35
Payment ID: #7148758 Issue Date: 09-02-2009
State / County: WI (55) - EAU CLAIRE (035)
- Program: 10CRPRBI Reference / Type: #23434 - CT Amount: \$5.00
Payment ID: #7151803 Issue Date: 02-11-2009 PPI Date: 02-11-2009
State / County: WI (55) - EAU CLAIRE (035)
- Program: 09MLC8 Reference / Type: #000009 - CT Amount: \$72.67
Payment ID: #7145195 Issue Date: 06-03-2009 PPI Date: 05-31-2009
State / County: WI (55) - EAU CLAIRE (035)
- Program: 00SFSLAME Reference / Type: #20f - LN Amount: \$258.35
Payment ID: #7146059 Issue Date: 06-19-2009
State / County: WI (55) - EAU CLAIRE (035)
- Program: 027XEA Reference / Type: #956 - AD Amount: \$52.00
Payment ID: #7146153 Issue Date: 06-30-2009
State / County: WI (55) - EAU CLAIRE (035)
- Program: 05LAP Reference / Type: #156056 - CN Amount: \$99.66
Payment ID: #7148428 Issue Date: 07-22-2009 PPI Date: 07-22-2009
State / County: WI (55) - EAU CLAIRE (035)
- Program: 027XEA Reference / Type: #F014456465 - AG Amount: \$15.00
Payment ID: #7146957 Issue Date: 07-15-2009
State / County: WI (55) - EAU CLAIRE (035)
- Program: 00SFSLAME Reference / Type: #56546g - LN Amount: \$5,000.00
Payment ID: #7146958 Issue Date: 07-31-2009
State / County: WI (55) - EAU CLAIRE (035)

A red arrow points to the 'Logout' link in the left-hand navigation menu.

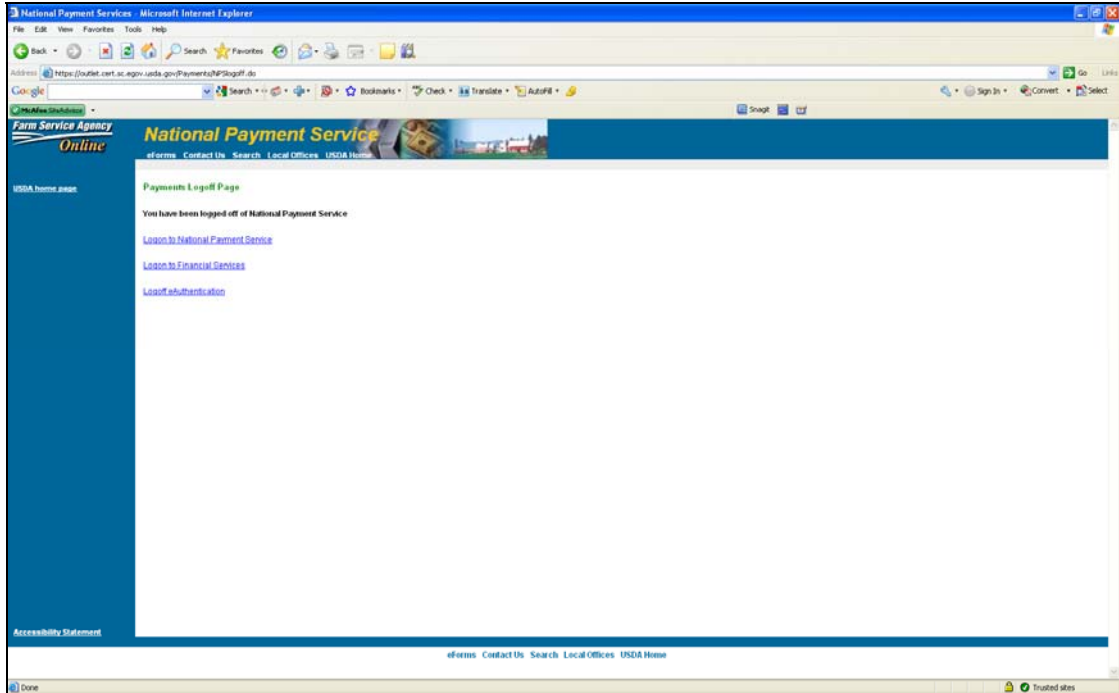
CLICK “Logout”.

Notice FI-2925

3 Record a New FLP Payment (Continued)

G National Payment Service Certification Processing (Continued)

The Payments Logoff Page will be displayed.

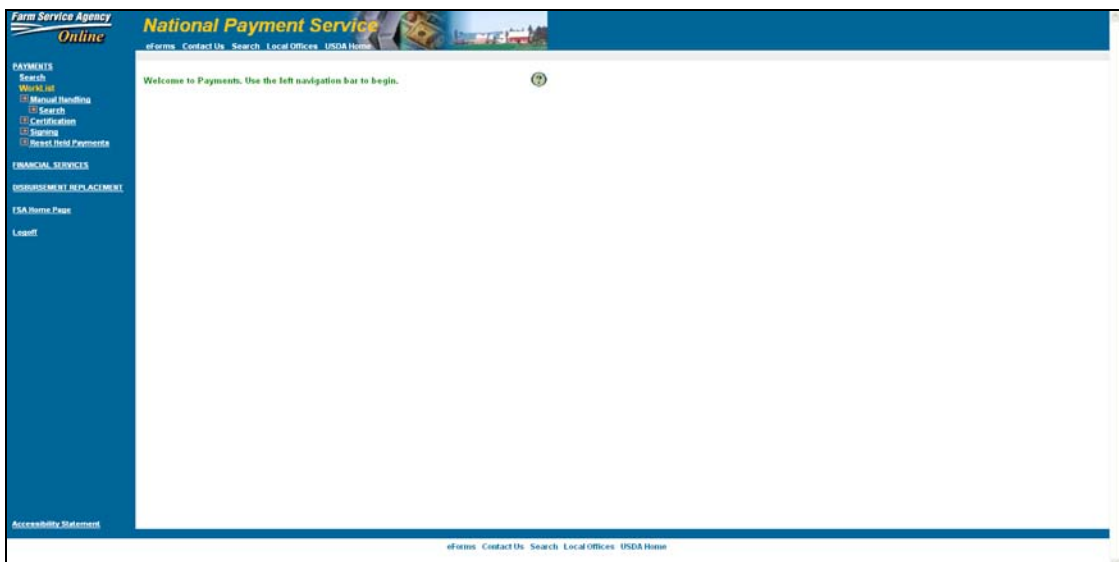


CLICK “Logoff eAuthentication” to completely exit NPS and Financial Applications.

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.



Notice FI-2925

3 Record a New FLP Payment (Continued)

H National Payment Service Signing Processing (Continued)

CLICK “Signing”. The Signing Worklist Screen will be displayed.

The screenshot shows a web browser window with the URL <https://outlet.cert.sc.egov.usda.gov/Payments/prepareCountySelection.do?action=C2>. The page title is "National Payment Service" and the sub-header is "County Selection - Signing Worklist". The main content area contains a form with the following elements:

- A dropdown menu for "Please select a county:" with "IDAHO(000) - ID" selected.
- Radio buttons for "None", "Tax ID:", and "Program Code:". The "Tax ID:" option is selected.
- A "Type:" dropdown menu with "Employee (E)" selected.
- A "Tax ID:" input field.
- A "Program Code:" input field.
- A "Submit" button.

The left sidebar contains navigation links for "PAYMENTS" (Search, Worklist, Manual Handling, Certification, Signing, Reset Held Payments), "FINANCIAL SERVICES", "DISBURSEMENT REPLACEMENT", "ESA Home Page", and "Logout".

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.

The screenshot shows a web browser window with the URL <https://outlet.cert.sc.egov.usda.gov/Payments/retrieveWorklist.do>. The page title is "National Payment Service" and the sub-header is "Payment Signing Worklist". The main content area contains the following information:

- A note: "The name and Tax ID are hidden."
- A list item "1." with a "Tax ID:" label.
- Program details: "Program: FLPREFUND Reference / Type: # 0042 - SN Amount: \$7,800.00"
- Payment ID: "Payment ID: #7171187 Issue Date: 09-18-2009 PPI Date: 10-18-2009"
- State / County: "State / County: ID (16) - Ada (001)"
- Certified By: "Certified By: RM005479 - 09-19-2009"
- Receivables: "Receivables: (N) Other Agency Offset (N) Alternate Payee (N)"
- Radio buttons for "Approve", "Dispute", and "Defer". The "Approve" option is selected.
- A "Complete Sign Process" button.

The left sidebar contains navigation links for "PAYMENTS" (Search, Worklist, Manual Handling, Certification, Signing, Reset Held Payments), "FINANCIAL SERVICES", "DISBURSEMENT REPLACEMENT", "ESA Home Page", and "Logout".

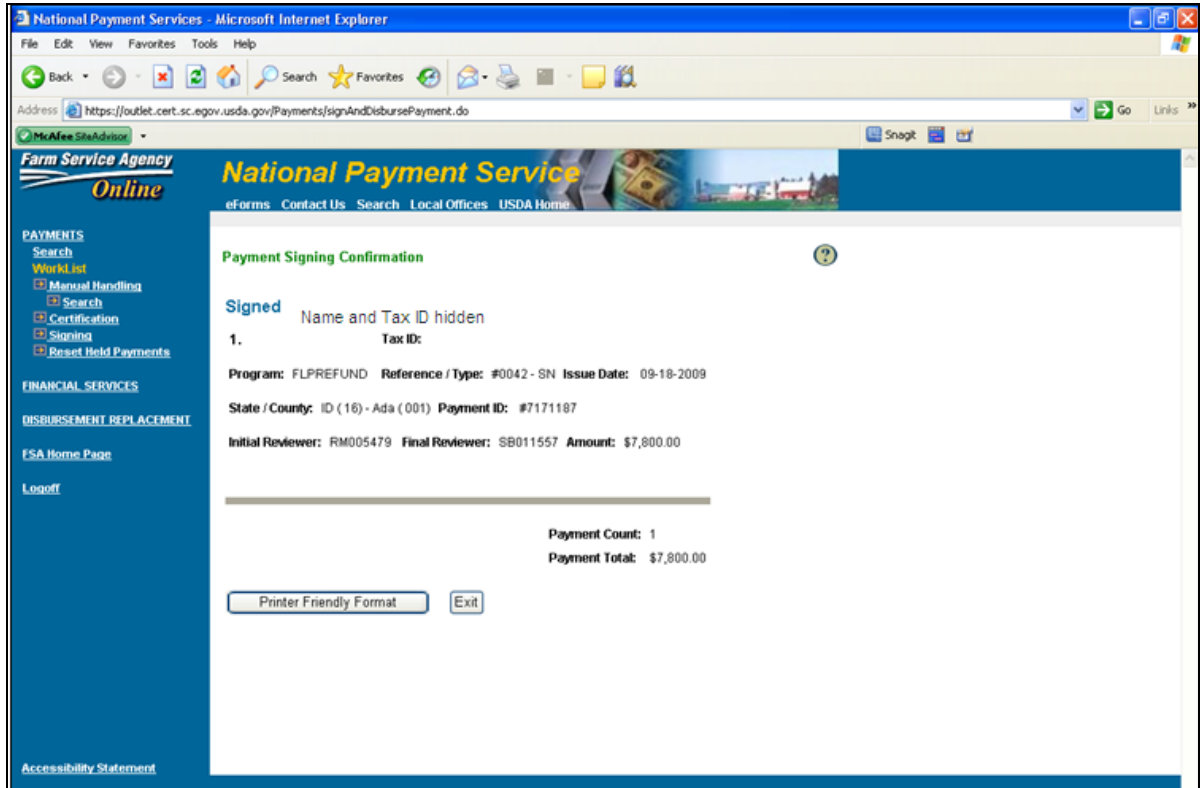
Notice FI-2925

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.